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ABSTRACT

A handbook with laws, rules, and regulations of the State Education Department of New York governing nursing practice is presented. It describes licensure requirements and includes complete application forms and instructions for obtaining license and first registration as a licensed practical nurse and professional registered nurse. Applicants are responsible for reading this handbook prior to submitting an application for licensure. Seven sections discuss the following: (1) professional regulation in New York State; (2) licensure requirements (examination dates, application instructions, fee information); (3) licensure forms; (4) education law (article 130, general provisions and article 139, nursing); (5) Commissioner's regulations (part 59, general provisions and part 64, nursing); (6) rules of the Board of Regents (part 17, disciplinary proceedings in the professions, part 24, committee on the professions, part, 28-determination of good moral character, and part 29, unprofessional conduct); and (7) listings of registered programs by state (registered professional nursing and licensed practical nursing). (SM)

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# NURSING HANDBOOK

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of the Professions
Division of Professional Licensing Services
Cultural Education Center
Albany, New York 12230

HE 022 184

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The University of the State of New York
The State Education Department
Division of Professional Licensing Services
Cultural Education Center
Albany, New York 12230

# NURSING
# HANDBOOK

**December 1988**

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## PREFACE

This handbook has been developed to serve as a helpful reference guide. It contains laws, rules and regulations of the State Education Department that govern nursing practice in the State of New York. The handbook also describes licensure requirements and includes complete application forms and instructions for obtaining license and first registration as a licensed practical nurse and registered professional nurse.

The Department has available for public use several telephone lines. The Division of Professional Licensing Services has installed a new Regional service for receiving toll-free calls from persons calling from most of the New England and Mid-Atlantic states. Callers from this wide area telephone service (WATS) zone are welcome to use **1-800-342-3729** for contacting the division. Also, several non-WATS line telephone numbers are available for public inquiries.

| | Telephone Numbers **518 Area Code** |
|---|---|
| General Inquiries | **474-3817** |
| Licensure Parchments (License Unit) | **474-3824** |
| Verification of Licensure/Registration (Customer Service Unit) (General Verifications – no fee required) | **474-3817** |
| Certification of Licensure (Customer Service Unit) (A detailed statement – $20.00 fee required) | **474-3817** |
| Scope of Practice Issues (State Nursing Board) | **474-3843** |

When writing to the State Education Department, address letters to the attention of the appropriate unit, for instance:

Attention: Nursing Processing Unit
New York State Education Department
Division of Professional Licensing Services
Cultural Education Center
Albany, NY 12230

This publication replaces the Nursing Handbook, March 1988.

**Please Note: The applicant is responsible for reading this Handbook prior to submitting an application for licensure.**

# NURSING HANDBOOK

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# PROFESSIONAL REGULATION IN NEW YORK STATE

State regulation in 31 fields of professional practice, including issuance of licenses and enforcement of rules of professional conduct, is vested in the Board of Regents in New York. Medicine was the first profession regulated by the Board of Regents with the establishment of licensure of physicians in 1892. The profession of Registered Nursing has been credentialed by the Regents since 1903 and the profession of Licensed Practical Nursing has been credentialed by the Regents since 1938.

Practice of a profession is a public trust, earned through educational preparation, experience, passing rigorous examinations, and commitment on the part of the practitioner to public service. The professional carries out that trust in accordance with ethical standards developed through years – often decades and even centuries – of the best professional traditions, and in accordance with state law and regulations. Professional practitioners are urged to be always conscious of the very special obligations of public service and of ethical conduct that the privilege of licensure creates.

The New York system of professional regulation is unique in that it places a citizen body, the Board of Regents, which is responsible for education at all levels, in charge of the education, licensing and discipline of the professions. It is also unique in providing for boards to advise the Commissioner and the Regents on all matters relating to licensure and discipline. The boards, each aided by an Executive Secretary appointed by the Regents, provide communication links to the professions and the public. The boards make recommendations on policy and on disciplinary issues and provide advice to the Department and the Board of Regents.

Under policy established by the Board of Regents the Title VIII professions are administered through the following units of the Office of the Professions in the Office of Higher and Professional Education.

## Professional Education and Professional Boards

The Department monitors programs of professional education according to standards for registration (accreditation) established by the Board of Regents. Specifically, through Board Executive Secretaries and consultants, the Department evaluates proposed new programs as well as currently registered programs in some 300 institutions that prepare individuals for the practice of one or more professions. Information concerning registered programs, including licensure-qualifying programs in the professions, may be obtained by contacting the appropriate Board office.

Twenty state boards for the professions are appointed by the Board of Regents to advise the Department and the Regents on matters relating to professional licensure, practice and conduct. The law provides that these boards be comprised of a number of licensed professionals and one or more "public members," consumers of the services provided by the profession concerned. Some 300 persons serve on the twenty boards.

## Minority Access to the Licensed Professions

The Regents are committed to the premise that equal educational opportunity in programs that lead to licensure is a right of all New York State residents. Despite progress in achieving greater access for minorities and disadvantaged populations, there still exists a severe underrepresentation of minorities in the licensed professions. To correct this problem, the Regents and the State Education Department endorse a coordinated and comprehensive effort involving the sustained efforts of the educational system, professional boards, professional associations and societies, government, industry, parent groups, and individual professionals. Any persons or organizations interested in learning more about or participating in state and local projects may contact the Executive Secretary for the State Board of the involved profession.

## Professional Licensing Services

The Division of Professional Licensing Services of the State Education Department issues more than 50 different authorizations to practice in the 31 professions licensed or otherwise credentialed by the Department and Board of Regents. In cooperation with the Executive Secretary of the State Board in each licensed profession, the Division of Professional Licensing Services is responsible for enforcing licensing rules and regulations and assuring that the standards set by law are met prior to licensure.

The Division also administers the registration system for licensed professionals practicing in the State. In order to practice or use a professional title in New York, a professional must be registered as well as licensed. The registration period is specific for each profession and expires for all members of that profession on the date indicated on each practitioner's registration certificate. It is the responsibility of any professional practicing in New York to maintain current registration. It is also the professional's responsibility to notify the Department directly of any change of address or of name. Notifying the local post office does not change the records on file in the State Education Department.

### Professional Discipline

A license permitting an individual to practice in New York State is in effect for the lifetime of the holder unless use of the license is affected by a finding of professional misconduct. Professional misconduct is defined in Section 6509, Education Law, and in Part 29, Rules of the Board of Regents. It is the responsibility of each professional to be aware of the laws and regulations covering his or her profession. Copies of statute and rules are included in this handbook.

The Office of Professional Discipline of the State Education Department enforces standards of professional conduct in all professions, except that initial enforcement action in medicine is vested in the Office of Professional Medical Conduct, Department of Health. Any person who suspects or has knowledge of professional misconduct should report the information to the appropriate office. (Physicians are required by law to make such reports; failing to do so is, in itself, misconduct.) When either office discovers a possible violation of standards, it starts professional misconduct proceedings. Final disciplinary actions in all professions are taken by the Board of Regents. If the Regents decide that a licensed person has acted unprofessionally, they may suspend or revoke the authorization to practice. The Regents may also impose fines and other appropriate penalties.

Professional misconduct includes practicing fraudulently, negligently, or incompetently; practicing while being impaired by alcohol, drugs, or mental disability; being convicted of a crime; and similar serious matters. Some examples of misconduct are: offering or receiving a fee to or from a third party, fee splitting, behaving in a way that indicates moral unfitness, filing false reports, practicing beyond the scope permitted by law, performing services unauthorized by a patient or client, physically abusing a patient, not keeping proper records, ordering excessive tests or neglecting a patient in need of immediate care.

Fee disagreements do not represent misconduct, but double billing or other fraudulent billing or charging for unnecessary services, tests or procedures does constitute misconduct.

Telephone calls or letters reporting professional misconduct will be treated confidentially.

To report misconduct for professions other than medicine, write the New York State Education Department, Office of Professional Discipline, 622 Third Avenue, New York, N.Y. 10017. Telephone: 212-557-2100.

Or call the **Professional Misconduct Hotline:** 1-800-442-8106. The call is toll-free from anywhere in New York State. (On holidays or during nonbusiness hours, a recorded message may be left and the call will be returned.) Or call or write the nearest regional office:

**Albany:** Office of Professional Discipline, State Education Department, Cultural Education Center, Albany, NY 12230. Telephone: 518-474-3861. (as of June 1, 1988 – Columbia Turnpike, Bldg. 3, Castleton, NY 12033).

**Buffalo:** Office of Professional Discipline, 2 Pleasant Avenue West, Lancaster, NY 14086. Telephone: 716-681-2860 or 2861.

**Long Island:** Office of Professional Discipline, State Education Department, 350 Daniels Street, Lindenhurst, NY 11746. Telephone: 516-226-7320 or 7321.

**Manhattan:** Office of Professional Discipline, 163 West 125 Street, Room 819, New York, NY 10027. Telephone: 212-870-4369.

**Rochester:** Office of Professional Discipline, P.O. Box 397, 2000 Lehigh Station Rd., Henrietta, NY 14467. Telephone: 716-334-5184 or 5469.

**Syracuse/Utica:** Office of Professional Discipline, Tecumseh School-Room 11, Nottingham & Waring Road, Jamesville, NY 13078. Telephone: 315-445-2111 or 2112.

**White Plains:** Office of Professional Discipline, 55 Church Street, White Plains, NY 10601. Telephone: 914-761-8067.

### Professional Assistance Program

The State Education Department has initiated a program for licensed professionals who abuse alcohol or other drugs. Professionals who have not harmed clients

or patients may voluntarily surrender their license while seeking treatment rather than face charges of professional misconduct. The committee for Professional Assistance, composed primarily of professionals who treat alcoholics and drug addicts, advises the Department on who should be accepted into the program, the acceptability of the treatment program and appropriate monitoring of program participants to assure public safety. All applications are confidential. Any person interested in additional information may contact the Coordinator of Professional Practice, New York State Education Department, Professional Assistance Program, Cultural Education Center, Albany, New York 12230, (518) 473-6809.

# LICENSURE REQUIREMENTS FOR LICENSED PRACTICAL NURSE AND REGISTERED PROFESSIONAL NURSE

## I. EXAMINATION INFORMATION

### A. General Provisions for Candidates:

1. Filing Deadlines

The *application for admission* to the professional licensing examinations in nursing *must be received* by the Division of Professional Licensing Services at least *60 calendar days before the scheduled date* of the examination. If deadlines are not met, the application may be processed for the following examination.

2. Special Assistance

Any candidate needing special assistance or accommodations to take a licensing examination due to a handicapping condition or religious observances should attach a letter to the application describing the special circumstances involved and provide such documentation as the Department shall require for validation. To make the necessary accommodations, such requests should be submitted as far in advance of the application deadline as possible.

3. Temporary Mailing Address

It is the candidate's responsibility to notify the Department promptly of *any* changes of address. A temporary mailing address may be used by candidates to expedite correspondence. Prior to licensure, however, candidates must provide the Department with the address to be printed on the registration certificate and used for future correspondence. Change of this address must be reported to the Department within 30 days.

4. Basis of licensure

Candidates seeking licensure in New York State must either file for; (a) admission to sit for the appropriate nursing examinations to be administered in New York State, (b) acceptance of appropriate passing scores earned on the same nursing examinations administered in other states or (c) present equivalent acceptable licensing examination results achieved in other states. (Also see page 6 of this Handbook.)

5. Handscoring and Review of Failed Examinations

Handscoring and review of failed license examinations are available and within the guidelines according to the contract with the National Council of State Boards of Nursing. The following procedure should be followed when requesting handscoring and review of failed examination.

(a) Registered Professional Nursing

Candidates who fail may request a handscoring of their examination if they feel that failure was the result of a scoring error. Such requests must be made *in writing* within thirty (30) days from the date the scores are mailed to the candidates by the Department. Failing candidates may request this special service by sending a signed written request to the Executive Secretary, State Board for Nursing, Room 3013, Cultural Education Center, Albany, N.Y. 12230. The candidate will be sent information about handscoring and instructions for completing the handscoring request form for submission to the National Council of State Boards of Nursing, Inc. *The cost of handscoring is $125.00 which is submitted to the National Council with the request form.*

(b) Licensed Practical Nursing

Candidates who fail may request a handscoring of their examination if they feel that failure was the result of a scoring error. Such requests must be made *in writing* within thirty (30) days from the date the scores are mailed to the candidates by the Department. Failing candidates may request this special service by sending a signed written request to the Executive Secretary, State Board for Nursing, Room 3013, Cultural Education Center, Albany, N.Y. 12230. The candidate will be sent information about handscoring and instructions for completing the handscoring request form for submission to the National Coun-

cil of State Board for Nursing, Inc. *The cost of handscoring is $100.00 which is submitted to the National Council with the request form.*

B. **Admission Eligibility Requirements:**

1. Registered Professional Nurse

The following candidates qualify for admission to the examination:

a. Graduates of professional nursing programs registered by the New York State Education Department.

OR

b. Graduates of professional nursing programs approved by the licensing authority of another state or territory.

OR

c. Graduates of general nursing programs of at least 2 years in length approved by the licensing authority of another country or province and which are satisfactory to the Department. **Such graduates are also required to present original verification of certification directly from the Commission on Graduates of Foreign Nursing Schools (CGFNS) as evidence of having passed the Commission's examination.**

Information about the CGFNS examination and procedure to request verification is available from:

Commission on Graduates of Foreign Nursing Schools
3624 Market Street
Philadelphia, Pennsylvania 19104
Telephone (215) 349-8767

2. Licensed Practical Nurse

Candidates must submit proof of completion of high school as well as satisfactory Professional Studies. The following satisfy the professional requirements for admission to the exam:

a. i. Graduates of practical nursing programs registered by the New York State Education Department or by the licensing authority of another state or territory.

OR

ii. Candidates who have completed education satisfactory to the Department as equivalent preparation for practical nursing in an approved professional nursing program. Equivalent preparation is defined as: completion of at least three semesters or four quarters of a nursing program at the associate, diploma, or baccalaureate degree level; completion of nursing courses with a clinical component in each of the three semesters; having earned 20 semester hours or 20 educational units or 30 quarter hours in clinical nursing courses; achievement of a grade of "C" or better in the 20 semester hours in nursing, 20 educational units or 30 quarter hours, submitted as equivalency preparation. (See Form 2-EQ for details). (Note: In diploma programs, 480 clock hours of instruction are equivalent to 3 semesters (or 4 quarters) of the associate or baccalaureate nursing courses).

OR

b. Graduates of practical nursing programs of at least nine (9) months in length which were approved by the licensing authority of another country or province and which are satisfactory to the Department.

OR

c. Graduates who have completed studies in programs which are at least nine (9) months in length conducted by the armed forces of the U.S. and which are approved by the Department as equivalent for practical nursing.

**NOTE:** Students enrolled in the New York State Regents College Degrees are not eligible to sit for the Licensed Practical Nursing examination.

C. **Examination Admission Cards and Schedules:**

1. **Registered Professional Nursing**

A different professional licensing examination is given at each administration of the examination. Examinations are scheduled each

February and July (see dates which follow). Examinations are held in Buffalo, Rochester, Syracuse, Albany, and New York City areas. Only candidates issued a card of admission by the Division of Professional Licensing Services are permitted to enter the examination. Similarly, candidates will be admitted only to the testing site printed on the card. Examination cards will be mailed outside the United States and Canada upon confirmation of the examination dates and location for which the candidate intends to sit. The admission card is sent about two weeks before the examination. The examination schedule is as follows:

**EXAMINATION LENGTH AND SCHEDULE FOR REGISTERED PROFESSIONAL NURSING**

| | | |
|---|---|---|
| Day 1 | Part I | 1½ hours |
| | Part II | 1½ hours |
| Day 2 | Part III | 1½ hours |
| | Part IV | 1½ hours |

| *Examination Dates* | *Application Deadline* |
|---|---|
| *July 12*–13, 1988 | May 13, 1988 |
| February 14–15, 1989 | December 16, 1988 |
| July 11–12, 1989 | May 12, 1989 |
| February 6–7, 1990 | December 8, 1989 |
| July 11–12, 1990 | May 14, 1990 |

2. **Licensed Practical Nurse**

A different professional licensing examination is given at each administration of the examination. Examinations are scheduled each April and October (see dates which follow). Examinations are held in Buffalo, Rochester, Syracuse, Albany and New York City areas. Only candidates issued an admission card by the Division of Professional Licensing Services are permitted to enter the examination. Similarly, candidates will be admitted only to the testing site printed on the card. The admission card is sent about two or three weeks before the examination. Admission cards will be mailed outside the United States and Canada upon confirmation of the examination date and location for which the applicant intends to sit. The examination schedule is:

**EXAMINATION LENGTH AND SCHEDULE FOR LICENSED PRACTICAL NURSING**

Part I 2 hours

Part II 2 hours

| *Examination Dates* | *Application Deadline* |
|---|---|
| October 18, 1988 | August 20, 1988 |
| April 18, 1989 | February 17, 1989 |
| October 25, 1989 | August 28, 1989 |
| April 18, 1990 | February 17, 1990 |
| October 16, 1990 | August 20, 1990 |

3. **Candidates presenting acceptable examination scores from other states.**

a. Any licensing examination passed in the other state must have been determined by the Department to be equivalent to the licensing examination given in this state at that time and the grades earned must meet New York State standards for licensure, otherwise the candidate must be admitted to and pass the New York State licensing examination.

b. Licensure by Endorsement.

1. Each applicant licensed in another jurisdiction on the basis of a State Board Test Pool Examination for Registered Nurse Licensure administered after May 31, 1974, or a State Board Test Pool Examination for Practical Nurse Licensure administered after September 11, 1974 which was not acceptable to the department for licensing purposes because the examination was administered on a different date or was a different examination from the examination administered in New York may be licensed if:

(a) the examination was taken under the same conditions as required in New York at the time applicant was examined; and

(b) the grades achieved on the examination meet the New York State standards for licensure which existed at

the time the applicant was examined; and

(c) the candidate has completed not less than 5 years of experience satisfactory to the department as a registered professional nurse or as a licensed practical nurse preceding the application for licensure in New York State and subsequent to licensure in the other jurisdiction.

2. Graduates of foreign nursing schools who are applicants for endorsement of a license issued by another jurisdiction shall establish that the applicant:

(a) meets all requirements of section 6506(6) of the Education Law;

(b) has had satisfactory professional experience of at least 2 years following initial licensure.

(Complete Section 1 of Form 4, Certification of Experience and forward to employers for certification with request that it be mailed directly to the Division of Professional Licensing Services.)

## II. DIRECTIONS FOR COMPLETION OF LICENSE AND REGISTRATION APPLICATION FORMS (FOR BOTH LICENSED PRACTICAL NURSING AND REGISTERED PROFESSIONAL NURSING):

A. All candidates must complete *Form 1,* Application for License and First Registration, and submit it to the Division of Professional Licensing Services, New York State Education Department, with the required fee. (See Section III.) Copies of all documents should be attached.

B. All candidates are requested to complete *Form 1D,* Candidate Data Record, and submit it with Form 1 to the Department.

C. All candidates must have either the Form 20 or the Form 2 submitted to the Division of Professional Licensing Services.

1. *Graduates of New York State Registered programs only:* Have the nurse administrator of your school submit a completed certificate of graduation Form 20 directly to the Division of Professional Licensing Services. (Nurse administrators have this form or additional forms may be secured from the Division.)

2. *All other Graduates:* Complete Section 1 of Form 2, *Certification of Nursing Education,* and forward the form to the school of nursing from which you graduated; request that it be completed and mailed directly to the Division of Professional Licensing Services.

D. As applicable, the Form 3, Certification of Approval of Nursing Program and/or Licensure Status or Licensing Examination Results, is required for submission to the Division of Professional Licensing Services.

1. *Graduates of New York State Registered programs and other accredited programs:* complete Section 1 of Form 3 and forward to the licensing or registration authority of the state, province or country which approved the school of nursing from which you graduated and request that the completed form be mailed directly to the Division of Professional Licensing Services. (If the candidate has taken the examination in more than one state, forms must be completed by each state.)

2. *Graduates of foreign/unaccredited nursing schools, who are licensed in the United States:* complete Section 1 of the Form 3 and forward to the licensing or registration authority from the state where licensed.

**REMINDER: Graduates of Foreign nursing schools need not submit the Form 3** *for certification of approval of Nursing Programs.* **Graduates of Foreign nursing schools, however, who are licensed in the United States and wish to have those grades accepted in New York State, need to submit the Form 3 for Certification of Licensure status or Licensing Examination results.**

3. *Graduates of foreign/unaccredited nursing schools: in addition to the above,*

i. present evidence of certificate issued by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Request the Commission to verify that you have passed their examination and are in possession of a certificate.

ii. Submit evidence of completion of secondary school.

E. Candidates who have completed education satisfactory to the Department as equivalent preparation for practical nursing in an approved professional nursing program and who wish to apply for practical nurse licensure must also complete Section 1 of the Form 2-EQ and forward the form to the school of nursing you attended; request that Section 2 be completed and mailed directly to the Division of Professional Licensing Services along with an official transcript.

F. Candidates eligible for licensure via endorsement of a license issued by another jurisdiction may wish to review Section 59.6 of the Commissioner's Regulations (see page 29 of this book.) In certain cases, a candidate who meets the RN endorsement requirements and would otherwise be subject to proficiency examination requirements may petition the Board of Regents for waiver of the proficiency examination requirements.

## III. FEE INFORMATION

### A. Fee Schedule for Services:

| | Registered Nursing | Practical Nursing |
|---|---|---|
| | *Total* | *Total* |
| Licensure by exam in New York State including 1st registration | $145 | $145 |
| Licensure without exam in New York State & including 1st registration | 105 | 105 |
| Limited Permits | 30 | 30 |
| Certification of New York State exam results and licensure status to another authority | 20 | 20 |
| Re-examination | 40 | 40 |

**Do not send cash.** Please make check or money order payable to the New York State Education Department. Mail appropriate forms and fee to: Fee Section, Division of Professional Licensing Services, State Education Department, Cultural Education Center, Albany, New York 12230. **PLEASE NOTE: Payment submitted from outside the United States should be made by check or draft on a United States Bank and in United States currency. Payments submitted in any other form will not be accepted and will be returned.**

### B. Fee Credit:

If you are admitted to an examination and fail to appear for that examination on two occasions (for any reason), you will be required to pay the full fee for subsequent readmission.

### C. Fee Refunds:

The law provides that applicants for professional licenses not receiving such licenses may be granted partial refunds not exceeding fifty percent of the licensure fee paid to the Department unless they have failed the examination for such licenses, in which case such applicants may not receive a refund. Licensure Fee refunds may be issued when a candidate withdraws his or her application for licensure. However, if a candidate does withdraw their application and obtains a partial refund and then decides to seek New York State licensure at a later date, he or she will be considered as a new candidate. In such cases, new candidates, would be required to pay the *full* licensure and registration fees and meet the requirements in place at the time of reapplication. Requests for refunds must be made in writing.

### D. Confirmation of Newly Issued Licenses:

When eligible candidates are approved for licensure or certification by the Department, a license or certificate number and an effective date are assigned. Approved candidates will become credentialed and entitled to practice in New York State as of that date. Written confirmation of licensure or certification by the department consists of the registration certificates mailed within two to three weeks following the effective date. As mentioned in the Handbook Preface, candidates who have reason to believe they have met the licensure or certification requirements are welcome to use the Division's new regional telephone service by calling (800) 342-3729. The official license or certificate number, once issued, and the effective date will be confirmed by telephone.

**E. The Initital Registration Period:**

1. Duration of Registration Periods.

The established triennial registration periods for Nursing are as follows:

| | |
|---|---|
| **Registered** | September 1, 1986 – August 31, 1989 |
| **Professional** | September 1, 1989 – August 31, 1992 |
| **Nursing** | September 1, 1992 – August 31, 1995 |
| **Licensed** | September 1, 1987 – August 31, 1990 |
| **Practical** | September 1, 1990 – August 31, 1993 |
| **Nursing** | September 1, 1993 – August 31, 1996 |

2. Prorated Refunds of Initial Registration Fee.

For newly licensed professionals or licensees reactivating their registration with the Department one or more years after the beginning of the established triennial registration period, a partial refund of either one-third of the fee submitted (second year registration) will be issued by the Department. Such refunds normally take 8-12 weeks for processing and mailing.

## IV. LIMITED PERMITS

**A. Practice Authorization:**

1. The limited permit authorizes the holder to practice nursing only under the supervision of a registered professional nurse licensed and currently registered in this state;

2. Entitles the holder to practice nursing only for the New York State employer endorsing the permit application;

3. Expires one year from the date of issuance or upon notice to the applicant that the application for license has been denied; or *ten days after notification to the applicant of failure on the professional licensing examination, whichever shall come first.* That is; if the applicant does not fail, the limited permit does not expire unless the one year has elapsed.

4. Once issued, the expiration date of a limited permit may not be adjusted. Hence, it is very important that the application not be filed until the applicant is available for work.

B. Eligibility Requirements:

1. General

The application for a limited permit may be obtained from the Division of Professional Licensing Services. The application and fee for a limited permit should be submitted not less than *four weeks* before the applicant is ready to begin employment. *A limited permit may be issued after*: (a) all the application forms for license; (b) the application form for the limited permit; and (c) the required fees are received by the Department: (d) the good moral character requirement has been established; (e) a CGFNS certificate has been filed by the foreign educated applicant, (requirement applies to RN limited permits only), and (f) after eligibility for the permit has been determined by the Department.

An applicant may not begin practice until the limited permit has been issued. Issuance can be verified by receipt of either the applicant's or employer's copy of the limited permit document.

If a limited permit expires while a candidate is awaiting the results of the licensing examination, *the permit continues in effect until 10 days after the results of the licensing examination are mailed to the candidate.*

2. Registered Professional Nursing

A candidate who has applied for a New York State license and first registration and paid the required fee may be issued a limited permit to practice while fulfilling licensure requirements. A candidate who completed a nursing program outside the United States and its territories must submit a certificate issued by the Commission on Graduates of Foreign Nursing Schools (CGFNS) before the permit will be issued.

3. Licensed Practical Nursing

A candidate who has applied for a New York State license and first registration and paid the required fee may be issued a limited permit to practice as a licensed practical nurse in this state while fulfilling licensure requirements.

C. **Exemptions:**

Only new graduates of New York State nursing education programs may be employed for *90 days immediately following graduation* without holding a limited permit. To be eligible to practice within these 90 days, the graduate must have submitted the Form 1, the limited permit application, paid the required fees and been certified by the nurse administrator of the nursing program. While practicing during these 90 days, the graduate must be under the supervision of a registered professional nurse who is licensed and currently registered in this state. As soon as the permit is received, the permittee must give the employer the employer's copy.

Candidates entering the practical nursing licensing examination on the basis of equivalent preparation (see page 5) are not eligible for the exemption and *must hold* the permit when employed.

D. **Changes of employment or multiple work sites while holding limited permit:**

The nurse who wishes to change or have multiple employers should take the employee's copy of the limited permit to the new or additional employer. The new employer signs the back of the limited permit which the nurse then sends to the Division of Professional Licensing Services. The Division of Professional Licensing Services will then adjust the permit and send the new copy to the permittee. The nurse *may not begin* practice at the new employing agency until the adjusted limited permit has been issued with the new employer's name. Issuance can be verified by receipt of either the applicant's or new employer's copy of the limited permit change of employment form. The expiration date will be the same.

# TITLE VIII OF THE EDUCATION LAW
# ARTICLE 130
# GENERAL PROVISIONS
# SUBARTICLE 1. INTRODUCTORY SUMMARY

### §6500. Introduction

This title provides for the regulation of the admission to and the practice of certain professions. This first article applies to all the professions included in this title, except that prehearing procedures and hearing procedures in connection with the regulation of professional conduct of the profession of medicine shall be conducted pursuant to the provisions of Title II-A of article two of the public health law. Each of the remaining articles applies to a particular profession.

### §6501. Admission to a profession (licensing)

Admission to practice of a profession in this state is accomplished by a license being issued to a qualified applicant by the education department. To qualify for a license an applicant shall meet the requirements prescribed in the article for the particular profession.

### §6502. Duration and registration of a license

1. A license shall be valid during the life of the holder unless revoked, annulled or suspended by the board of regents. A licensee must register with the department to practice in this state.

2. The department shall establish the beginning dates of the registration periods for each profession and mail an application for registration to every licensee currently registered at least four months prior to the beginning of the registration period for the respective profession.

3. An application for registration and the required registration fee shall be submitted together with or as a part of the application for a license. A person initially licensed or a licensee resuming practice after a lapse of registration during the last two years of a triennial registration period shall receive a prorated refund of one-third of the total registration fee for each full year of the triennial period that has elapsed prior to the date of registration. The department shall renew the registration of each licensee upon receipt of a proper application, on a form prescribed by the department, and the registration fee. Any licensee who fails to register by the beginning of the appropriate registration period shall be required to pay an additional fee for late filing of ten dollars for each month that registration has been delayed while such licensee continued to practice his profession. The licensee resuming practice after a lapse of registration shall be permitted to practice without actual possession of the registration certificate for not more than four months after mailing to the department the required application fee.

4. Any licensee who is not engaging in the practice of his profession in this state and does not desire to register shall so advise the department. Such licensee may subsequently register and resume practice without paying an additional fee for failure to register at the beginning of the registration period.

5. Licensees shall notify the department of any change of name or mailing address within thirty days of such change.

6. The fee for replacement of a lost registration certificate or license or for registration of an additional office shall be ten dollars.

### §6503. Practice of a profession

Admission to the practice of a profession (1) entitles the licensee to practice the profession as defined in the article for the particular profession, (2) entitles the individual licensee to use the professional title as provided in the article for the particular profession, and (3) subjects the licensee to the procedures and penalties for professional misconduct as prescribed in this article (sections sixty-five hundred nine, sixty-five hundred ten, and sixty-five hundred eleven).

**§6504. Regulation of the professions**

Admission to the practice of the professions (licensing) and regulation of such practice shall be supervised by the board of regents (section sixty-five hundred six) and administered by the education department (section sixty-five hundred seven), assisted by a state board for each profession (section sixty-five hundred eight).

**§6505. Construction**

No definition of the practice of a profession shall be construed to restrain or restrict the performance of similar acts authorized in the definition of other professions.

**§6505-a. Professional referrals**

There shall be no monetary liability on the part of, and no cause of action for damages shall arise against, any association or society of professionals authorized to practice under this title, or any employee, agent, or member thereof, for referring any person to a member of the profession represented by such association or society provided that such referral was made without charge as a service to the public, and without malice, and in the reasonable belief that such referral was warranted, based upon the facts disclosed.

## SUBARTICLE 2. STATE MANAGEMENT

### §6506. Supervision by the board of regents

The board of regents shall supervise the admission to and the practice of the professions. In supervising, the board of regents may:

1. Promulgate rules;

2. Establish by rule, high school, preprofessional, professional and other educational qualifications required for licensing in the professions regulated by this title;

3. Charter schools offering educational programs for the professions regulated by this title, and no such school shall operate in this state without such a charter, except Columbia University, any school chartered by special act of the legislature prior to September one, nineteen hundred seventy-one, and schools specifically authorized to conduct such programs by the regents;

4. Appoint such committees as it deems necessary and compensate members of such committees who are not members of the board of regents or the department up to one hundred dollars per day for each day devoted to committee functions, together with their necessary expenses;

5. Waive education, experience and examination requirements for a professional license prescribed in the article relating to the profession, provided the board of regents shall be satisfied that the requirements of such article have been substantially met;

6. Indorse a license issued by a licensing board of another state or country upon the applicant fulfilling the following requirements:

a. Application: file an application with the department;

b. Education: meet educational requirements in accordance with the commissioner's regulations;

c. Experience: have experience satisfactory to the board and in accordance with the commissioner's regulations;

d. Examination: pass an examination satisfactory to the board and in accordance with the commissioner's regulations;

e. Age: be at least twenty-one years of age;

f. Citizenship: be a United States citizen, or file a declaration of intention to become a citizen, unless such requirement is waived, in accordance with the commissioner's regulations;

g. Character: be of good moral character as determined by the department; and

h. Fees: pay a fee to the department for indorsement of forty dollars.

7. Direct the department to remedy any error, omission, delay or other circumstance in the issuance or registration of a license;

8. Designate a professional conduct officer, who shall be the chief administrative officer of the office of the professions, or his designee, in connection with professional licensing and misconduct proceedings and criminal matters, such officer to be empowered to issue subpoenas and administer oaths in connection with such proceedings;

9. Establish by rule, standards of conduct with respect to advertising, fee splitting, practicing under a name other than that of the individual licensee (when not specifically authorized), proper use of academic or professional degrees or titles tending to imply professional status, and such other ethical practices as such board shall deem necessary; and

10. Delegate to department officers the disposition of any licensing matters pursuant to rules.

### §6507. Administration by the education department

1. The commissioner and the department shall administer the admission to and the practice of the professions.

2. In administering, the commissioner may:

a. Promulgate regulations;

b. Conduct investigations;

c. Issue subpoenas;

d. Grant immunity from prosecution in accordance with section 50.20 of the criminal procedure law to anyone subpoenaed in any investigation or hearing conducted pursuant to this title; and

e. Excuse, for cause acceptable to the commissioner, the failure to register with the department. Such excuse shall validate and authorize such practitioner's right to practice pending registration.

3. The department assisted by the board for each profession, shall:

a. Establish standards for preprofessional and professional education, experience and licensing examinations as required to implement the article for each profession;

b. Review qualifications in connection with licensing requirements; and

c. Provide for licensing examinations and reexaminations.

4. The department shall:

a. Register or approve educational programs designed for the purpose of providing professional preparation which meet standards established by the department.

b. Issue licenses, registrations, and limited permits to qualified applicants;

c. (i) Issue a certificate of authority to a qualified professional service corporation being organized under section fifteen hundred three of the business corporation law on payment of a fee of seventy-five dollars, (ii) file a certified copy of each certificate of incorporation and amendment thereto within thirty days after the filing of such certificate or amendment on payment of a fee of fifteen dollars, (iii) file the annual statement required by section fifteen hundred fourteen of the business corporation law on payment of a fee of thirty dollars (iv) as of July first, nineteen hundred eighty-eight, file a triennial statement required on payment of a fee of ninety dollars. The first triennial period shall commence on July first, nineteen hundred eighty-eight.

d. Revoke limited permits on the recommendation of the committee on professional conduct for the profession concerned;

e. Maintain public records of licenses issued and retain in its files identifying data concerning each person to whom a license has been issued;

f. Collect the fees prescribed by this title or otherwise provided by law;

g. Prepare an annual report for the legislature, the governor and other executive offices, the state boards for the professions, professional societies, consumer agencies and other interested persons. Such report shall include but not be limited to a description and analysis of the administrative procedures and operations of the department based upon a statistical summary relating to (i) new licensure, (ii) discipline, (iii) complaint, investigation, and hearing backlog, (iv) budget, and (v) the state boards for the professions. Information provided shall be enumerated by profession; and

h. Establish an administrative unit which shall be responsible for the investigation, prosecution and determination of alleged violations of professional conduct.

5. The commissioner and the department shall perform any other functions necessary to implement this title.

**§6508. Assistance by state boards for the professions**

1. A board for each profession shall be appointed by the board of regents on the recommendation of the commissioner for the purpose of assisting the board of regents and the department on matters of professional licensing, practice, and conduct. The composition of each board shall be as prescribed in the article relating to each profession. Within each board a committee on licensing may be appointed by the board chairman.

Except as provided in paragraph (a) of this subdivision, the membership of each professional licensing board shall be increased by one member, and each such board shall have at least one public representative who shall be selected by the board of regents from the general public.

a. The membership of the professional licensing boards created under sections sixty-five hundred twenty-three, sixty-eight hundred four, sixty-nine hundred three, and seventy-four hundred three of this chapter shall be increased by two members, and each such board shall have at least two public representatives, who shall be selected by the board of regents from the general public.

b. For the purposes of this title, a "public representative" shall be a person who is a consumer of services provided by those licensed or otherwise su-

pervised or regulated by the boards created hereunder, and shall not be, nor within five years immediately preceding appointment have been:

(i) a licensee or person otherwise subject to the supervision or regulation of the board to which appointed; or

(ii) a person maintaining a contractual relationship with a licensee of such board, which would constitute more than two percentum of the practice or business of any such licensee, or an officer, director, or representative of such person or group of persons.

2. Each board, or its committee on licensing, shall select or prepare examinations, may conduct oral and practical examinations and reexaminations, shall fix passing grades, and assist the department in other licensing matters as prescribed by the board of regents.

3. Each board shall conduct disciplinary proceedings as prescribed in this article and shall assist in other professional conduct matters as prescribed by the board of regents.

4. Members of each board shall be appointed by the board of regents for five-year terms except that the terms of those first appointed shall be arranged so that as nearly as possible an equal number shall terminate annually. A vacancy occurring during a term shall be filled by an appointment by the board of regents for the unexpired term. Each state professional association or society may nominate one or more candidates for each appointment to be made to the board for its profession, but the board of regents shall not be required to appoint candidates so nominated. Former members of a board may be re-appointed by the board of regents, on the recommendation of the commissioner, to serve as members of the board solely for the purposes of disciplinary proceedings, proceedings relating to the moral character of an applicant for licensure, and proceedings relating to applications for the restoration of a professional license. Former board members so appointed may not comprise a majority of any panel.

5. Each member of a board shall receive a certificate of appointment, shall before beginning his term of office file a constitutional oath of office with the secretary of state, shall receive up to one hundred dollars as prescribed by the board of regents for each day devoted to board work, and shall be reimbursed for his necessary expenses. No member shall serve beyond the age of seventy. Any member may be removed from a board by the board of regents for misconduct, incapacity or neglect of duty.

6. Each board shall elect from its members a chairman and vice-chairman annually, shall meet upon call of the chairmen or the department, any may adopt bylaws consistent with this title and approved by the board of regents. A quorum for the transaction of business by the board shall be a majority of members but not less than five members.

7. An executive secretary to each board shall be appointed by the board of regents on recommendation of the commissioner. Such executive secretary shall not be a member of the board, shall hold office at the pleasure of, and shall have the powers, duties and annual salary prescribed by the board of regents.

## SUBARTICLE 3. PROFESSIONAL MISCONDUCT

**§6509. Definitions of professional misconduct**

Each of the following is a professional misconduct, and any licensee found guilty of such misconduct under the procedures prescribed in section sixty-five hundred ten shall be subject to the penalties prescribed in section sixty-five hundred eleven:

1. Obtaining the license fraudulently,

2. Practicing the profession fraudulently, beyond its authorized scope, with gross incompetence, with gross negligence on a particular occasion or negligence or incompetence on more than one occasion,

3. Practicing the profession while the ability to practice is impaired by alcohol, drugs, physical disability, or mental disability,

4. Being habitually drunk or being dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effects,

5. a. Being convicted of committing an act constituting a crime under:

(i) New York State law or,
(ii) Federal law or,
(iii) The law of another jurisdiction and which, if committed within this state, would have constituted a crime under New York State law;

b. Having been found guilty of improper professional practice or professional misconduct by a duly authorized professional disciplinary agency of another state where the conduct upon which the finding was based would, if committed in New York state, constitute professional misconduct under the laws of New York state;

c. Having been found to be in violation of the applicable provisions of title seven of article thirty-three of the public health law by the commissioner of health,

d. Having his license to practice medicine revoked, suspended or having other disciplinary action taken, or having his application for a license refused, revoked or suspended or having voluntarily or otherwise surrendered his license after a disciplinary action was instituted by a duly authorized professional disciplinary agency of another state, where the conduct resulting in the revocation, suspension or other disciplinary action involving the license or refusal, revocation or suspension of an application for a license or the surrender of the license would, if committed in New York state, constitute professional misconduct under the laws of New York state.

6. Refusing to provide professional service to a person because of such person's race, creed, color, or national origin,

7. Permitting, aiding or abetting an unlicensed person to perform activities requiring a license,

8. Practicing the profession while the license is suspended, or wilfully failing to register or notify the department of any change of name or mailing address, or if a professional service corporation wilfully failing to comply with sections fifteen hundred three and fifteen hundred fourteen of the business corporation law,

9. Committing unprofessional conduct, as defined by the board of regents in its rules or by the commissioner in regulations approved by the board of regents,

10. A willful violation by a licensed physician of subdivision eleven of section two hundred thirty of the public health law, or

11. A violation of section twenty-eight hundred three-d or twenty-eight hundred five-k of the public health law.

12. Failure to comply with an order issued pursuant to subdivision seven of section two hundred thirty of the public health law.

**§6509-a. Additional definition of professional misconduct; limited application**

Notwithstanding any inconsistent provision of this article or of any other provision of law to the contrary, the license or registration of a person subject to the provisions of articles one hundred thirty-one, one hundred

thirty-one-a, one hundred thirty-two, one hundred thirty-three, one hundred thirty-seven, one hundred thirty-nine, one hundred forty-one, one hundred forty-three, one hundred forty-four, one hundred fifty-six and one hundred fifty-nine of this chapter may be revoked, suspended or annulled or such person may be subject to any other penalty provided in section sixty-five hundred eleven of this article in accordance with the provisions and procedure of this article for the following:

That any person subject to the above enumerated articles, has directly or indirectly requested, received or participated in the division, transference, assignment, rebate, splitting or refunding of a fee for, or has directly requested, received or profited by means of a credit or other valuable consideration as a commission, discount or gratuity in connection with the furnishing of professional care, or service, including x-ray examination and treatment, or for or in connection with the sale, rental, supplying or furnishing of clinical laboratory services or supplies, x-ray laboratory services or supplies, inhalation therapy service or equipment, ambulance service, hospital or medical supplies, physiotherapy or other therapeutic service or equipment, artificial limbs, teeth or eyes, orthopedic or surgical appliances or supplies, optical appliances, supplies or equipment, devices for aid of hearing, drugs, medication or medical supplies or any other goods, services or supplies prescribed for medical diagnosis, care or treatment under this chapter, except payment not to exceed thirty-three and one-third per centum of any fee received for x-ray examination, diagnosis or treatment, to any hospital furnishing facilities for such examination, diagnosis or treatment. Nothing contained in this section shall prohibit such persons from practicing as partners, in groups or as a professional corporation nor from pooling fees and moneys received, either by the partnerships, professional corporations or groups by the individual members thereof, for professional services furnished by any individual professional member, or employee of such partnership, corporation or group, nor shall the professionals constituting the partnerships, corporations or groups be prohibited from sharing, dividing or apportioning the fees and moneys received by them or by the partnership, corporation or group in accordance with a partnership or other agreement; provided that no such practice as partners, corporations or in groups or pooling of fees or moneys received or shared, division or apportionment of fees shall be permitted with respect to care and treatment under the workmen's compensation law except as expressly authorized by the workmen's compensation law. Nothing contained in this chapter shall prohibit a medical or dental expense indemnity corporation pursuant to its contract with the subscriber from prorationing a medical or dental expense indemnity allowance among two or more professionals in proportion to the services rendered by each such professional at the request of the subscriber, provided that prior to payment thereof such professionals shall submit both to the medical or dental expense indemnity corporation and to the subscriber statements itemizing the services rendered by each such professional and the charges therefor.

### §6510. Proceedings in cases of professional misconduct

In cases of professional misconduct the proceedings shall be as follows:

1. Preliminary procedures.

a. Complaint. A complaint of a licensee's professional misconduct may be made by any person to the education department.

b. Investigation. The department shall investigate each complaint which alleges conduct constituting professional misconduct. The results of the investigation shall be referred to the professional conduct officer designated by the board of regents pursuant to section sixty-five hundred six of this article. If such officer decides that there is not substantial evidence of professional misconduct or that further proceedings are not warranted, no further action shall be taken. If such officer, after consultation with a professional member of the applicable state board for the profession, determines that there is substantial evidence of professional misconduct, and that further proceedings are warranted, such proceedings shall be conducted pursuant to this section. If the complaint involves a question of professional expertise, then such officer may seek, and if so shall obtain, the concurrence of at least two members of a panel of three members of the applicable board.

c. Charges. In all disciplinary proceedings other than those terminated by an administrative warning pursuant to paragraph a of subdivision two of this section, the department shall prepare the charges. The charges shall state the alleged professional misconduct and shall state concisely the material facts but not the evidence by which the charges are to be proved.

d. Service of charges and of notice of hearing. A copy of the charges and notice of any hearing pursuant to subdivision two or three of this section shall be served on the licensee personally by the department at least fifteen days before the hearing. If personal service cannot be made after due dili-

gence and such fact is certified under oath, a copy of the charges and the notice of hearing shall be served by certified mail, return receipt requested to the licensee's last known address by the department at least twenty days before the hearing.

2. Expedited procedures.

a. Violations. Violations involving professional misconduct of a minor or technical nature may be resolved by expedited procedures as provided in paragraph b or c of this subdivision. For purposes of this subdivision, violations of a minor or technical nature shall include, but shall not be limited to, isolated instances of violations concerning professional advertising or record keeping, and other isolated violations which do not directly affect or impair the public health, welfare or safety. The board of regents shall make recommendations to the legislature on or before June first, nineteen hundred eighty-one, for the further definition of violations of a minor or technical nature. The initial instance of any violation of a minor or technical nature may be resolved by the issuance of an administrative warning pursuant to paragraph b of this subdivision. Subsequent instances of similar violations of a minor or technical nature within a period of three years may be resolved by the procedure set forth in paragraph c of this subdivision.

b. Administrative warning. If a professional conduct officer, after consultation with a professional member of the state board, determines that there is substantial evidence of professional misconduct but that it is an initial violation of a minor or technical nature which would not justify the imposition of a more severe disciplinary penalty, the matter may be terminated by the issuance of an administrative warning. Such warnings shall be confidential and shall not constitute an adjudication of guilt or be used as evidence that the licensee is guilty of the alleged misconduct. However, in the event of a further allegation of similar misconduct by the same licensee, the matter may be reopened and further proceedings instituted as provided in this section.

c. Determination of penalty on uncontested minor violations. If a professional conduct officer, after consultation with a professional member of the state board, determines that there is substantial evidence of a violation of a minor or technical nature, and of a nature justifying a penalty as specified in this paragraph, the department may prepare and serve charges either by personal service or by certified mail, return receipt requested. Such charges shall include a statement that unless an answer is received within twenty days denying the charges, the matter shall be referred to a violations committee consisting of five members of the state board for the profession, at least one of whom shall be a public representative for determination. The violations panel shall be appointed by the executive secretary of the state board. The licensee shall be given at least fifteen days notice of the time and place of the meeting of the violations committee and shall have the right to appear in person and by an attorney and to make a statement to the committee in mitigation or explanation of the misconduct. The department may appear and make a statement in support of its position. The violations committee may issue a censure and reprimand, and in addition, or in the alternative, may impose a fine not to exceed five hundred dollars for each specification of minor, or technical misconduct. If the fine is not paid within three months the matter may be reopened and shall be subject to the hearing and regents decision procedures of this section. The determination of the panel shall be final and shall not be subject to the regents decision procedures of this section. If an answer is filed denying the charges, the matter shall be processed as provided in subdivision three of this section.

d. Convictions of crimes or administrative violations. In cases of professional misconduct based solely upon a violation of subdivision five of section sixty-five hundred nine of this article, the professional conduct officer may prepare and serve the charges and may refer the matter directly to a regents review committee for its review and report of its findings, determination as to guilt, and recommendation as to the measure of discipline to be imposed. In such cases the notice of hearing shall state that the licensee may file a written answer or brief; that the licensee may appear personally before the regents review committee and may be represented by counsel, and the notice may contain such other information as may be considered appropriate by the department. In lieu of referring the matter to the board of regents, the regents review committee may refer any such matter for further proceedings pursuant to paragraph b or c of this subdivision or subdivision three of this section.

3. Adversary proceedings. Contested disciplinary proceedings and other disciplinary proceedings and other disciplinary proceedings not resolved pursuant to subdivision two of this section shall be tried before a hearing panel of the appropriate state board as provided in this subdivision.

a. Notice of hearing. The department shall set the time and place of the hearing and shall prepare the notice of hearing. The notice of hearing shall state (1) the time and place of the hearing, (2) that the licensee may file a written answer to the charges prior to the hearing, (3) that the licensee may appear personally at the hearing and may be represented by counsel, (4) that the licensee shall have the right to produce witnesses and evidence in his behalf, to cross-examine witnesses and examine evidence produced against him, and to issue subpoenas in accordance with the provisions of the civil practice law and rules, (5) that a stenographic record of the hearing will be made, and (6) such other information as may be considered appropriate by the department.

b. Hearing panel. The hearing shall be conducted by a panel of five or more members of the applicable state board for the profession, at least one of whom shall be a public representative. The executive secretary for the applicable state board shall appoint the panel and shall designate its chairperson. In addition to said panel members, the department shall designate an administrative officer, admitted to practice as an attorney in the state of New York, who shall have the authority to rule on all motions, procedures and other legal objections and shall draft a report for the hearing panel which shall be subject to the approval of and signature by the panel chairperson on behalf of the panel. The administrative officer shall not be entitled to a vote.

c. Conduct of hearing. The evidence in support of the charges shall be presented by an attorney for the department. The licensee shall have the rights required to be stated in the notice of hearing. The panel shall not be bound by the rules of evidence, but its determination of guilt shall be based on substantial legal evidence. A hearing which has been initiated shall not be discontinued because of the death or incapacity to serve of one member of the hearing panel.

d. Results of hearing. The hearing panel shall render a written report which shall include (1) findings of fact, (2) a determination of guilty or not guilty on each charge, and (3) in the event of a determination of guilty, a recommendation of the penalty to be imposed. For the panel to make a determination of guilty, a minimum of four of the voting members of the panel must vote for such a determination. A copy of the report of the hearing panel shall be transmitted to the licensee.

4. Regents decision procedures.

a. Regents review committee. The transcript and report of the hearing panel shall be reviewed at a meeting by a regents review committee appointed by the board of regents. The regents review committee shall consist of three members, at least one of whom shall be a regent.

b. Regents review committee meetings. The review shall be based on the transcript and the report of the hearing panel. The licensee may appear at the meeting, and the regents review committee may require the licensee to appear. The licensee may be represented by counsel. The department shall notify the licensee at least seven days before the meeting (1) of the time and place of the meeting, (2) of his right to appear, (3) of his right to be represented by counsel, (4) whether or not he is required to appear, and (5) of such other information as may be considered appropriate. After the meeting, the regents review committee shall transmit a written report of its review to the board of regents. In cases referred directly to the regents review committee pursuant to paragraph d of subdivision two of this section, the review shall be based upon the charges, the documentary evidence submitted by the department, and any answer, affidavits or brief the licensee may wish to submit.

c. Regents decision and order. The board of regents (1) shall consider the transcript, the report of the hearing panel, and the report of the regents review committee, (2) shall decide whether the licensee is guilty or not guilty on each charge, (3) shall decide what penalties, if any, to impose as prescribed in section sixty-five hundred eleven of this article, and (4) shall issue an order to carry out its decisions. Such decisions shall require the affirmative vote of a majority of the members of the board of regents. If the board of regents disagrees with the hearing panel's determination of not guilty, it shall remand the matter to the original panel for reconsideration or to a new panel for a new hearing. The panel's determination of not guilty on reconsideration or a new hearing shall

be final. The order shall be served upon the licensee personally or by certified mail to the licensee's last known address and such service shall be effective as of the date of the personal service or five days after mailing by certified mail. The licensee shall deliver to the department the license and registration certificate which has been revoked, annulled, suspended, or surrendered within five days after the effective date of the service of the order. If the license or registration certificate is lost, misplaced or its whereabouts is otherwise unknown, the licensee shall submit an affidavit to that effect, and shall deliver such license or certificate to the department when located.

5. Court review procedures. The decisions of the board of regents may be reviewed pursuant to the proceedings under article seventy-eight of the civil practice law and rules. Such proceedings shall be returnable before the appellate division of the third judicial department, and such decisions shall not be stayed or enjoined except upon application to such appellate division after notice to the department and to the attorney general and upon a showing that the petitioner has a substantial likelihood of success.

6. The provisions of subdivisions one through four of this section shall not be applicable to proceedings in cases of professional misconduct involving the medical profession.

7. Notwithstanding any other provisions of the law, persons who assist the department as consultants or expert witnesses in the investigation or prosecution of alleged professional misconduct, licensure matters, restoration proceedings, or criminal prosecutions for unauthorized practice, shall not be liable for damages in any civil action or proceeding as a result of such assistance, except upon proof of actual malice. The attorney general shall defend such persons in any such action or proceedings, in accordance with section seventeen of the public officers law.

8. The files of the department relating to the investigation of possible instances of professional misconduct, or the unlawful practice of any profession licensed by the board of regents, or the unlawful use of a professional title or the moral fitness of an applicant for a professional license or permit, shall be confidential and not subject to disclosure at the request of any person, except upon the order of a court in a pending action or proceeding. The provisions of this subdivision shall not apply to documents introduced in evidence at a hearing held pursuant to this chapter and shall not prevent the department from sharing information concerning investigations with other duly authorized public agencies responsible for professional regulation or criminal prosecution.

### §6510a. Proceedings in cases of professional misconduct involving the medical profession

1. Prehearing procedures, hearing procedures and summary action procedures. Prehearing procedures, hearing procedures and summary action procedures in cases of professional misconduct involving the medical profession shall be conducted pursuant to the provisions of Title II-A of article two of the public health law.

2. Regents decision and order. Within sixty days of the transfer of a case of professional misconduct involving the medical profession by the commissioner of health pursuant to section two hundred thirty of the public health law, the board of regents (a) shall consider the transcript, exhibits and other evidence, if any, the findings, conclusions and recommendation of the committee on professional misconduct and the recommendation of the commissioner of health, (b) shall decide whether the licensee is guilty or not guilty on each charge, (c) shall decide what penalties, if any, to impose as prescribed in section sixty-five hundred eleven of this article, and (d) shall issue an order to carry out its decisions. Such decisions shall require the affirmative vote of a majority of the members of the board.

3. Time limitations.

a. No failure to comply with a provision of this section requiring that a specified action shall be taken within a specified period of time shall affect the validity of the action taken.

b. The time limitations specified in this section for the completion of specified actions may be extended, upon application of a licensee or his attorney, for good cause shown, upon application made prior to the expiration of such time limitations.

4. Court review procedures. The decisions of the board of regents may be reviewed pursuant to the proceedings under article seventy-eight of the civil practice law and rules. Such proceedings shall be returnable before the appellate division of the third judicial department, and such decisions shall not be stayed or enjoined except upon application to such appellate division after notice to the attorney general.

**§6510b. Temporary surrender of licenses during treatment for drug or alcohol abuse**

1. The license and registration of a licensee who may be temporarily incapacitated for the active practice of a profession licensed pursuant to title eight of this chapter, except professionals licensed pursuant to article one hundred thirty-one or article one hundred thirty-one-b thereof, and whose alleged incapacity is the result of a problem of drug or alcohol abuse which has not resulted in harm to a patient or client, may be voluntarily surrendered to the department, which may accept and hold such license during the period of such alleged incapacity or the department may accept the surrender of such license after agreement to conditions to be met prior to the restoration of the license. The department shall give written notification of such surrender to the licensing authorities of any other state or country in which the licensee is authorized to practice. In addition to the foregoing, the department shall also give written notification of such surrender, for professionals licensed pursuant to articles one hundred thirty-two, one hundred thirty-three, one hundred thirty-five, one hundred thirty-seven, one hundred thirty-nine and one hundred forty-one of this chapter to the commissioner of health or his designee, and where appropriate to each hospital at which the professional has privileges, is affiliated, or is employed. The licensee whose license is so surrendered shall notify all persons who request professional services that he or she has temporarily withdrawn from the practice of the profession. The department may provide for similar notification of patients or clients and of other interested parties, as appropriate under the circumstances of the professional practice and responsibilities of the licensee. The licensure status of such licensee shall be "inactive" and he or she shall not be authorized to practice the profession and shall refrain from practice in this state or in any other state or country. The voluntary surrender shall not be deemed to be an admission of disability or of professional misconduct, and shall not be used as evidence of a violation of subdivision three or four of section sixty-five hundred nine of this chapter, unless the licensee practices while the license is "inactive"; and any such practice shall constitute a violation of subdivision eight of said section. The surrender of a license under this subdivision shall not bar any disciplinary action except action based solely upon the provisions of subdivision three or four of section sixty-five hundred nine of this chapter, and only if no harm to a patient has resulted; and shall not bar any civil or criminal action or proceeding which might be brought without regard to such surrender. A surrendered license shall be restored upon a showing to the satisfaction of the department that the licensee is not incapacitated for the active practice of the profession, provided that the department may, by order of the commissioner, impose reasonable conditions on the licensee, if it determines that because of the nature and extent of the licensee's former incapacity, such conditions are necessary to protect the health, safety and welfare of the public. Prompt written notification of such restoration shall be given to all licensing bodies which were notified of the temporary surrender of the license.

2. There shall be appointed within the department, by the board of regents, a committee on drug and alcohol abuse, which shall advise the board of regents on matters relating to practice by professional licensees with drug or alcohol abuse problems, and which shall administer the provisions of this section. The board of regents shall determine the size, composition, and terms of office of such committee, a majority of the members of which shall be persons with expertise in problems of drug or alcohol abuse. The committee shall recommend to the board of regents such rules as are necessary to carry out the purposes of this section, including but not limited to procedures for the submission of applications for the surrender of a license and for the referral of cases for investigation or prosecution pursuant to section sixty-five hundred ten of this chapter if a licensee fails to comply with the conditions of an approved program of treatment. There shall be an executive secretary appointed by the board of regents to assist the committee. Determinations by the committee relating to licensees shall be made by panels of at least three members of the committee designated by the executive secretary, who shall also designate a member of the state board for the licensee's profession as an ex-officio nonvoting member of each panel.

3. Application for the surrender of a license pursuant to this section shall be submitted to the committee, and shall identify a proposed treatment or rehabilitation program, and shall include a consent to the release of all information concerning the licensee's treatment to the committee. All information concerning an application, other than the fact of the surrender of the license and the participation in the program and the successful completion or failure of or withdrawal from the program, shall be strictly confidential, and may not be released by the committee to any person or body without the consent of the licensee. The immunity from disciplinary action conferred by this section shall be conditioned upon the approval of

the treatment or rehabilitation program by the committee and its successful completion by the applicant and the elimination of the incapacity to practice. Approval of a treatment or rehabilitation program by the committee shall not constitute a representation as to the probability of success of the program or any assumption of financial responsibility for its costs.

4. The immunity from disciplinary action conferred by this section may be revoked by the committee upon a finding that the licensee has failed to successfully complete the program or that the incapacity to practice has not been eliminated. Such revocation shall be made only after notice and an opportunity to be heard, but no adjudicatory hearing shall be required. The matter shall be referred for appropriate proceedings pursuant to section sixty-five hundred ten of this chapter. The license must be returned unless charges are served pursuant to section sixty-five hundred ten within thirty days after the revocation of the approval of the special treatment afforded by this section.

5. The commissioner is authorized to adopt regulations to carry out the purposes of this section, including but not limited to the notice of temporary inactive status to be required in different professions and practice situations and the measures required upon temporary withdrawal from practice.

6. No individual who serves as a member of a committee whose purpose is to confront and refer either to treatment or to the department licensees who are thought to be suffering from alcoholism or drug abuse shall be liable for damages to any person for any action taken by such individual provided such action was taken without malice and within the scope of such individual's function as a member of such committee, and provided further that such committee has been established by and functions under the auspices of an association or society of professionals authorized to practice under this title.

**§6511. Penalties for professional misconduct**

The penalties which may be imposed by the board of regents on a present or former licensee found guilty of professional misconduct (under the definitions and proceedings prescribed in sections sixty-five hundred nine, sixty-five hundred ten and sixty-five hundred ten-a of this article) are: (1) censure and reprimand, (2) suspension of license, (a) wholly, for a fixed period of time; (b) partially, until the licensee successfully completes a course of retraining in the area to which the suspension applies; (c) wholly, until the licensee successfully completes a course of therapy or treatment prescribed by the regents; (3) revocation of license, (4) annulment of license or registration, (5) limitation on registration or issuance of any further license, (6) a fine not to exceed ten thousand dollars, upon each specification of charges of which the respondent is determined to be guilty, (7) a requirement that a licensee pursue a course of education or training, and (8) a requirement that a licensee perform up to one hundred hours of public service, in a manner and at a time and place as directed by the board. The board of regents may stay such penalties in whole or in part, may place the licensee on probation and may restore a license which has been revoked. Any fine imposed pursuant to this section or pursuant to subdivision two of section sixty-five hundred ten of this article may be sued for and recovered in the name of the people of the state of New York in an action brought by the attorney general. In such action the findings and determination of the board of regents or of the violations committee shall be admissible evidence and shall be conclusive proof of the violation and the penalty assessed.

## SUBARTICLE 4. UNAUTHORIZED ACTS

### §6512. Unauthorized practice a crime

1. Anyone not authorized to practice under this title who practices or offers to practice or holds himself out as being able to practice in any profession in which a license is a prerequisite to the practice of the acts, or who practices any profession as an exempt person during the time when his professional license is suspended, revoked or annulled, or who aids or abets an unlicensed person to practice a profession, or who fraudulently sells, files, furnishes, obtains, or who attempts fradulently to sell, file, furnish or obtain any diploma, license, record or permit purporting to authorize the practice of a profession, shall be guilty of a class E felony.

2. Anyone who knowingly aids or abets three or more unlicensed persons to practice a profession or employs or holds such unlicensed persons out as being able to practice in any profession in which a license is a prerequisite to the practice of the acts, or who knowingly aids or abets three or more persons to practice any profession as exempt persons during the time when the professional licenses of such persons are suspended, revoked or annulled, shall be guilty of a class E felony.

### §6513. Unauthorized use of a professional title a crime

1. Anyone not authorized to use a professional title regulated by this title, and who uses such professional title, shall be guilty of a class A misdemeanor.

2. Anyone who knowingly aids or abets three or more persons not authorized to use a professional title regulated by this title, to use such professional title, or knowingly employs three or more persons not authorized to use a professional title regulated by this title, who use such professional title in the course of such employment, shall be guilty of a class E felony.

### §6514. Criminal proceedings

1. All alleged violations of sections sixty-five hundred twelve or sixty-five hundred thirteen of this article shall be reported to the department which shall cause an investigation to be instituted. If the investigation substantiates that violations exist, such violations shall be reported to the attorney general with a request for prosecution.

2. The attorney general shall prosecute such alleged offenses in the name of the state, provided, however, in the event of alleged violations of article one hundred fifty-five of this title occurring in cities with a population of one million or more, a district attorney may prosecute such alleged offenses in the name of the state provided, however, that any district attorney may prosecute such offenses where they are incidental to a criminal prosecution instituted by him under other statutes.

3. All criminal courts having jurisdiction over misdemeanors are hereby empowered to hear, try and determine alleged violations under this title, which constitute misdemeanors, without indictment and to impose applicable punishment of fines or imprisionments or both. It shall be necessary to prove in any prosecution under this title only a single prohibited act or a single holding out without proving a general course of conduct.

4. A proceeding before a committee on professional conduct shall not be deemed to be a criminal proceeding within the meaning of this section.

### §6515. Restraint of unlawful acts

Where a violation of this title is alleged to have occurred, the attorney general or, in the event of alleged violations of article one hundred fifty-five of this title occurring in cities having a population of one million or more, the corporation counsel may apply to the supreme court within the judicial district in which such violation is alleged to have occurred for an order enjoining or restraining commission or continuance of the unlawful acts complained of. The court shall have jurisdiction of the proceedings and shall have power to grant such temporary relief or restraining order as it deems just and proper. In any such proceeding it shall be unnecessary to allege or prove that an adequate remedy at law does not exist or that irreparable damage would result if such order were not granted. The remedy provided in this section shall be in addition to any other remedy provided by law or to the proceedings commenced against a licensee under this title.

# EDUCATION LAW
# ARTICLE 139
# NURSING

Section

6900. Introduction.
6901. Definitions
6902. Definition of practice of nursing.
6903. Practice of nursing and use of title "registered professional nurse" or "licensed practical nurse".
6904. State board for nursing.
6905. Requirements for a license as a registered professional nurse.
6906. Requirements for a license as a licensed practical nurse.
6907. Limited permits.
6908. Exempt persons.
6909. Special provision.


**§6900. Introduction**. This article applies to the profession of nursing. The general provisions for all professions contained in article one hundred thirty of this title apply to this article.

**§6901. Definitions**. As used in section sixty-nine hundred two:

1. "Diagnosing" in the context of nursing practice means that identification of and discrimination between physical and psychosocial signs and symptoms essential to effective execution and management of the nursing regimen. Such diagnostic privilege is distinct from a medical diagnosis.

2. "Treating" means selection and performance of those therapeutic measures essential to the effective execution and management of the nursing regimen, and execution of any prescribed medical regimen.

3. "Human Responses" means those signs, symptoms and processes which denote the individual's interaction with an actual or potential health problem.

**§6902. Definition of practice of nursing**. 1. The practice of the profession of nursing as a registered professional nurse is defined as diagnosing and treating human responses to actual or potential health problems through such services as casefinding, health teaching, health counseling, and provision of care supportive to or restorative of life and well-being, and executing medical regimens prescribed by a licensed or otherwise legally authorized physician or dentist. A nursing regimen shall be consistent with and shall not vary any existing medical regimen.

2. The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of casefinding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed or otherwise legally authorized physician or dentist.

**§6903. Practice of nursing and use of title "registered professional nurse" or "licensed practical nurse"**. Only a person licensed or otherwise authorized under this article shall practice nursing and only a person licensed under section sixty-nine hundred four shall use the title "registered professional nurse" and only a person licensed under section sixty-nine hundred five of this article shall use the title "licensed practical nurse".

**§6904. State board for nursing**. A state board for nursing shall be appointed by the board of regents on recommendation of the commissioner for the purpose of assisting the board of regents and the department on matters of professional licensing and professional conduct in accordance with section sixty-five hundred eight of this title. The board shall be composed of not less than fifteen members, eleven of whom shall be registered professional nurses and four of whom shall be licensed practical nurses all licensed and practicing in this state for at least five years. An executive secretary to the board shall be appointed by the board of regents on recommendation of the commissioner and shall be a registered professional nurse registered in this state.

**§6905. Requirements for a license as a registered professional nurse**. To qualify for a license as a regis-

tered professional nurse, an applicant shall fulfill the following requirements:

(1) Application: file an application with the department;

(2) Education: have received an education, and a diploma or degree in professional nursing, in accordance with the commissioner's regulations;

(3) Experience: meet no requirement as to experience;

(4) Examination: pass an examination satisfactory to the board and in accordance with the commissioner's regulations;

(5) Age: be at least eighteen years of age;

(6) Citizenship: meet no requirement as to United States citizenship;

(7) Character: be of good moral character as determined by the department; and

(8) Fees: pay a fee of one hundred dollars to the department for admission to a department conducted examination and for an initial license, a fee of forty dollars for each reexamination, a fee of sixty dollars for an initial license for persons not requiring admission to a department conducted examination, and a fee of forty-five dollars each triennial registration period.

**§6906. Requirements for a license as a licensed practical nurse.** To qualify for a license as a licensed practical nurse, an applicant shall fulfill these requirements:

(1) Application: file an application with the department;

(2) Education: have received an education including completion of high school or its equivalent, and have completed a program in practical nursing, in accordance with the commissioner's regulations, or completion of equivalent study satisfactory to the department in a program conducted by the armed forces of the United States or in an approved program in professional nursing;

(3) Experience: meet no requirement as to experience;

(4) Examination: pass an examination satisfactory to the board and in accordance with the commissioner's regulations, provided, however, that the educational requirements set forth in subdivision two of this section are met prior to admission for the licensing examination;

(5) Age: be at least seventeen years of age;

(6) Citizenship: meet no requirements as to United States citizenship;

(7) Character: be of good moral character as determined by the department; and

(8) Fees: pay a fee of one hundred dollars to the department for admission to a department conducted examination and for an initial license, a fee of forty dollars for each reexamination, a fee of sixty dollars for an initial license for persons not requiring admission to a department conducted examination, and a fee of forty-five dollars for each triennial registration period.

**§6907. Limited permits.** 1. A permit to practice as a registered professional nurse or a permit to practice as a licensed practical nurse may be issued by the department upon the filing of an application for a license as a registered professional nurse or as a licensed practical nurse and submission of such other information as the department may require to (i) graduates of schools of nursing registered by the department, (ii) graduates of schools of nursing approved in another state, province, or country or (iii) applicants for a license in practical nursing whose preparation is determined by the department to be the equivalent of that required in this state.

2. Such limited permit shall expire one year from the date of issuance or upon notice to the applicant by the department that the application for license has been denied, or ten days after notification to the applicant of failure on the professional licensing examination, whichever shall first occur. Notwithstanding the foregoing provisions of this subdivision, if the applicant is waiting the result of a licensing examination at the time such limited permit expires, such permit shall continue to be valid until ten days after notification to the applicant of the results of such examination.

3. A limited permit shall entitle the holder to practice nursing only under the supervision of a nurse currently registered in this state and with endorsement of the employing agency.

4. Fees. The fee for each limited permit and for each renewal shall be thirty dollars.

5. Graduates of schools of nursing registered by the department may be employed to practice nursing under supervision of a professional nurse currently registered in this state and with the endorsement of the employing agency for ninety days immediately following gradua-

tion from a program in nursing and pending receipt of a limited permit for which an application has been filed as provided in this section.

**§6908. Exempt persons**. 1. This article shall not be construed:

a. As prohibiting the care of the sick by any person, provided such person is employed primarily in a domestic capacity and does not hold himself or herself out, or accept employment as a person registered to practice nursing under the provision of this article, or as preventing any person from the domestic administration of family remedies or the furnishing of nursing assistance in case of an emergency;

b. As including services given by attendants in institutions under the jurisdiction of or subject to the visitation of the state department of mental hygiene if adequate medical and nursing supervision is provided;

c. As prohibiting such performance of nursing service by students enrolled in registered schools or programs as may be incidental to their course of study;

d. As prohibiting or preventing the practice of nursing in this state by any legally qualified nurse or practical nurse of another state, province, or country whose engagement requires him or her to accompany and care for a patient temporarily residing in this state during the period of such engagement provided such person does not represent or hold himself or herself out as a nurse or practical nurse registered to practice in this state;

e. As prohibiting or preventing the practice of nursing in this state during an emergency or disaster by any legally qualified nurse or practical nurse of another state, province, or country who may be recruited by the American National Red Cross or pursuant to authority vested in the state civil defense commission for such emergency or disaster service, provided such person does not represent or hold himself or herself out as a nurse or practical nurse registered to practice in this state;

f. As prohibiting or preventing the practice of nursing in this state, in obedience to the requirements of the laws of the United States, by any commissioned nurse officer in the armed forces of the United States or by any nurse employed in the United States veterans administration or United States public health service while engaged in the performance of the actual duties prescribed for him or her under the United States statutes, provided such person does not represent or hold himself or herself out as a nurse registered to practice in this state; or

g. As prohibiting the care of the sick when done in connection with the practice of the religious tenets of any church.

**§6909. Special provision**. 1. Notwithstanding any inconsistent provision of any general, special, or local law, any licensed registered professional nurse or licensed practical nurse who voluntarily and without the expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or other emergency, outside a hospital, doctor's office or any other place having proper and necessary medical equipment, to a person who is unconscious, ill or injured shall not be liable for damages for injuries alleged to have been sustained by such person or for damages for the death of such person alleged to have occurred by reason of an act or omission in the rendering of such first aid or emergency treatment unless it is established that such injuries were or such death was caused by gross negligence on the part of such registered professional nurse or licensed practical nurse. Nothing in this subdivision shall be deemed or construed to relieve a licensed registered professional nurse or licensed practical nurse from liability for damages for injuries or death caused by an act or omission on the part of such nurse while rendering professional services in the normal and ordinary course of her practice.

2. Nothing in this article shall be construed to confer the authority to practice medicine or dentistry.

3. An applicant for a license as a registered professional nurse or licensed practical nurse by endorsement of a license of another state, province or country whose application was filed with the department under the laws in effect prior to August thirty-first, nineteen hundred seventy-one shall be licensed only upon successful completion of the appropriate licensing examination unless satisfactory evidence of the completion of all educational requirements is submitted to the department prior to September one, nineteen hundred seventy-seven.

# THE REGULATIONS OF THE COMMISSIONER OF EDUCATION
# PART 59
# GENERAL PROVISIONS

**Section 59.1 Applicability.** (a) As used in this Subchapter, license shall mean a permanent authorization, issued pursuant to Title VIII of the Education Law, to practice a profession or to use a professional title.

(b) The provisions of this Part shall apply to admission to the licensing examination and to the issuance of licenses in each of the professions supervised by the Board of Regents except as may otherwise be provided in this Subchapter with respect to specific professions.

**59.2 Education requirements.** (a) An applicant for a professional license shall satisfy all education requirements before being admitted to a professional licensing examination, except that the Committee on the Professions may accept professional examinations grades earned in another state or jurisdiction of the United States prior to completion of professional education if the applicant was licensed in that jurisdiction on the basis of said examination and both the grades and the examination satisfy requirements in this State. Education requirements for a professional license shall include any preprofessional education or experience required as a prerequisite for admission to a registered program of professional education. The department, in its discretion, may accept in satisfaction of a professional education requirement the completion of an approved or registered program or a program accredited by a professional accreditation organization acceptable to the department. The department, in its discretion, may also accept graduation by a transfer student from such a program provided such student has completed not less than the final year of professional education in such program subsequent to the date of approval, registration or accreditation of the program and approval of the accrediting organization by the department. The department may accept graduation by a transfer student from an unaccredited program of professional education provided such student satisfies the educational requirements of statute and regulation in accordance with this Part and as otherwise provided in this Subchapter with respect to the specific profession and further provided that such student completes not less than the final year in the unaccredited program to which he has transferred.

(b) Education and experience required for the issuance of a license or limited permit shall have been performed in accordance with all requirements of the jurisdiction in which it took place. The department may require contemporaneous evidence of the education and/or experience required for the issuance of a license or limited permit.

**59.3 English proficiency requirement.** An applicant for licensure whose application is based upon credit granted for the completion of courses of study in a country where English is not the principal language spoken shall demonstrate proficiency in English by passing an examination in English proficiency acceptable to the department or by passing a licensing examination acceptable to the department given in English.

**59.4 Citizenship or immigration status requirements.** In those professions where citizenship or immigration status is required for licensure, an applicant shall submit evidence satisfactory to the department of compliance with such requirement.

**59.5 Professional examinations.** (a) The department may develop its own examinations or may select in whole or in part examinations developed or administered by other organizations. Unless specifically authorized by the department, no examination shall be deemed acceptable which has been used in its entirety during the five years previous to the current administration.

(b) Applications for admission to a licensing examination including all required fees shall be completed and filed not less than 60 days prior to the examination. When the department finds that the application is complete and that the requirements for admission to an examination have been met, it will issue to the applicant an admission card which will include the date, time and place of the examination and entitle the applicant to admission thereto. If an application is denied or withdrawn in a timely manner, an applicant may obtain a refund of the first registration fee and a partial refund

not exceeding fifty percent of the licensing fee. A request for such a refund shall be made in writing. Reapplication after receipt of a refund may be accepted only upon payment in full of all fees specified.

(c) For the purpose of identification for admission to the examination, the applicant shall present the current admission card with a photograph attached and, at the conclusion of the examination, return the card to the department representative conducting the examination. A candidate shall permit fingerprints to be taken during each part of an examination.

(d) Licensing examinations shall be held at times and places determined by the commissioner and conducted under the following conditions. Any candidate violating such conditions may be dismissed from the examination by the department representative, and the examination paper of such candidate shall be deemed a failure. At the discretion of the department, such candidate may be denied admission to subsequent licensing examinations.

(1) No candidate shall enter any examination more than 45 minutes after the scheduled admission time, nor shall any candidate leave the examination until 60 minutes have elapsed from the scheduled admission time. No candidate shall leave a department administered practical or clinical examination until dismissed by the chief examiner.

(2) Compensatory time may be granted candidates arriving late for an examination, at the discretion of the department.

(3) A candidate shall not obtain unauthorized possession of examination materials.

(4) During the examination, no candidate shall give or receive help, or communicate with any other candidate in any way, except upon the express permission of the department representative.

(5) A candidate shall bring into the examination room only such books and other materials as are indicated on the admission card and permitted by the department.

(6) A candidate shall not remove from the examination room any of the materials provided for an examination, and shall not reproduce or reconstruct any portion of the examination or answer paper, or aid in such reproduction or reconstruction by any means, unless authorized by the department. Such materials include examination booklets, individual examination questions, answer sheets or score sheets, instructions and any reference tables or papers which were provided by the department and which may have been used in the course of the examination.

(e) Papers will be scored and candidates notified of success or failure by the department or its designee. If the candidate has failed, the department will advise when and on what basis the candidate may be reexamined.

(f) The passing score in each component of each part of the licensing examination shall be determined as provided by law and shall be computed without rounding. Unless otherwise provided in the regulations pertaining to a specific profession, a candidate may retain credit for scores earned on examination parts passed for a period not to exceed five years from the examination date. A candidate who is reexamined in a part already passed shall not retain credit for such part from earlier examinations. In those professions which use national or regional examinations, this subdivision shall apply whether or not the examination is taken in the State of New York.

(g) In those professions where reviews of examination papers are permitted, candidates will be allowed to review only those parts of the examination which they failed with a score of 65 or higher, except in those professions which permit candidates to pass on average. A request for review of an examination paper or score may be made in writing to the executive secretary of the appropriate state board not later than 30 days after examination grades are released by the department. Such request shall include detailed reasons justifying the review requested. A candidate shall not remove from the reviewing site any of the materials provided for the review of an examination given previously, and shall not reproduce or reconstruct any portion of the examination or the answer paper, or aid in such reproduction or reconstruction by any means, unless authorized by the department. No one other than the candidate will be permitted access to examination materials. Where examinations are offered under contract with testing agencies, reviews shall be consistent with these contracts, where applicable. All reviews shall be conducted at sites selected and supervised by the department or an authorized testing agency.

(h) After July 1, 1984, an applicant who has been admitted to a professional licensing examination conducted by the department and subsequently fails to appear for such an examination twice shall forfeit any remaining fee credits for that examination. The applicant, upon subsequently applying for readmission to that examination, shall pay all required admission fees.

**59.6 License by endorsement.** An applicant for endorsement of a license issued by another jurisdiction shall establish that the applicant:

(a) meets all requirements of section 6506 (6) of the Education Law;

(b) has had satisfactory professional experience of at least two years following initial licensure, unless a different period is provided in the regulations pertaining to a particular profession;

(c) has not attempted unsuccessfully a licensing examination used by the State of New York either prior to or after making application for licensure by endorsement, unless such applicant has later passed a comparable licensing examination.

**59.7 Licenses and initial registrations.** When the candidate fulfills all requirements for licensure, the department shall issue a first registration certificate and a license. The first registration shall be for the remainder of the applicable registration period, except that those persons initially licensed during the last four months of a registration period shall be registered for the succeeding registration period without an additional fee.

**59.8 Registration for professional practice.** (a) Each licensee shall be responsible for registering with the department. Failure to register shall subject the practitioner to the late fee set forth in section 6502 (3) of the Education Law. Any practitioner who willfully refuses to register shall be subject to the penalties set forth in section 6511 of such law.

(b) A licensee not practicing or using a restricted title in New York State or an individual practicing only in a setting which is exempt from licensure in accordance with law may allow registration to lapse without being subject to the late fee set forth in section 6502 of the Education Law, by notifying the department of their cessation of practice or exemption in the state. At such time as the licensee may choose to resume practice or enter practice in a non-exempt setting in New York State, a registration certificate may be issued upon the filing of a proper application and the payment of the required registration fee.

(c) Registration certificates shall be conspicuously displayed by each licensee in each office in which the profession is practiced. In instances where licensees regularly practice at more than one professional office, registration certificates shall be obtained for each office bearing the licensee's name and the exact address of each such office upon making proper application to the department and submitting a fee. Where practice is carried on in other than individual offices, each licensee shall have a current registration certificate available for inspection at all times.

(d) Beginning dates for two year (biennial) registration periods for each profession shall be as follows:

| Professions | Beginning Dates |
|---|---|
| Professional Engineering, Land Surveying, Massage | 11/1/80 |
| Acupuncture, Medicine, Pharmacy, Physical Therapy, Physical Therapist Assistant | 1/1/81 |
| Registered Professional Nursing | 9/1/81 |
| Chiropractic, Veterinary Medicine, Animal Health Technology, Physician's Assistant, Specialist's Assistant | 1/1/82 |
| Social Work | 3/1/82 |
| Occupational Therapy, Speech-Language Pathology, Audiology | 4/1/82 |
| Dentistry, Dental Hygiene | 5/1/82 |
| Optometry, Ophthalmic Dispensing, Certified Shorthand Reporting | 7/1/82 |
| Licensed Practical Nursing, Architecture, Landscape Architecture, Certified Public Accountant, Public Accountancy | 9/1/82 |
| Psychology | 5/1/83 |
| Podiatry | 9/1/83 |
| Occupational Therapy Assistant | 11/1/83 |

(e) Beginning dates for new three-year (triennial) registration periods shall be as follows:

| Professions | Beginning Dates |
|---|---|
| Professional Engineering, Land Surveying, Massage | 11/1/82 |
| Acupuncture, Medicine, Pharmacy, Physical Therapy, Physical Therapist Assistant | 1/1/83 |
| Registered Professional Nursing | 9/1/83 |
| Chiropractic, Veterinary Medicine, Animal Health Technology, Physician's Assistant, Specialist's Assistant | 1/1/84 |
| Social Work | 3/1/84 |
| Occupational Therapy, Speech-Language Pathology, Audiology | 4/1/84 |
| Dentistry, Dental Hygiene | 5/1/84 |
| Optometry, Ophthalmic Dispensing, Certified Shorthand Reporting | 7/1/84 |
| Licensed Practical Nursing, Architecture, Landscape Architecture, Certified Public Accountant, Public Accountancy | 9/1/84 |
| Psychology | 5/1/85 |
| Podiatry | 9/1/85 |
| Occupational Therapy Assistant | 11/1/85 |

(f) Each professional practitioner shall notify the department of any change of name or address in writing not later than 30 days after such change.

**59.9 Special service fees.** The department will charge the following fees for special services not otherwise provided by Education Law:

(a) for the issuance of a trainee permit in ophthalmic dispensing, $15;

(b) for certification of completion of pharmacy internship, $10;

(c) for admission to the fundamental theory section of the technical examination in landscape architecture, $50 and for each subsequent reexamination, $50, the remainder of the fee set forth in Section 7324 of the Education Law to be paid prior to admission to the remainder of the examination;

(d) for certification of licensure or examination grades to another jurisdiction, $20;

(e) for certification in acupuncture of a licensed physician or dentist, $50;

(f) for the issuance of an additional registration certificate, $5;

(g) for the issuance of a letter of eligibility to undertake clinical clerkships, $30;

(h) for the issuance of a Medical Sciences Knowledge Profile (MSKP) or satisfactory equivalent examination certificate to undertake clinical clerkships, $20; and

(i) certification of the rescoring or review by the department of an examination conducted by the department, $20.

**59.10 Professional service corporations.** (a) Applications to the State Education Department for the issuance of a certificate pursuant to Business Corporation Law section 1503 (b) (ii) shall be made by submitting to the department a fully executed certificate of incorporation which complies with the provisions of such section and of section 1512 of such law, and which sets forth or has annexed to it an affidavit of one of the original officers, directors or shareholders of the corporation setting forth the name of each individual who is to be one of the original shareholders, directors or officers of the corporation.

(b) If the name of a proposed professional service corporation contains the name of a deceased person, the certificate of incorporation, when submitted to the department for the issuance of a certificate pursuant to Business Corporation Law section 1503 (b) (ii) shall be accompanied by an affidavit of one of the subscribers to the certificate of incorporation establishing compliance with the provisions of Business Corporation Law section 1512 (a) (2).

(c) A certificate pursuant to Business Corporation Law section 1503 (b) (ii) may be issued when:

(1) the proposed name of the corporation appropriately describes the profession practiced and the services to be provided;

(2) if the proposed name of the corporation includes a reference to a specialized area of professional practice, satisfactory evidence is submitted of compliance with any provision of Part 29 of the Rules of the Board of Regents restricting or regulating the use of specialty titles or announcements of limitations of practice in the particular profession.

# THE REGULATIONS OF THE COMMISSIONER OF EDUCATION
## PART 64
## NURSING

**Section 64.1 Professional study of nursing.** (a) Registered professional nursing. To meet the professional education requirement, the applicant shall have graduated from:

(1) a program in nursing registered by the department as preparation for practice as a registered professional nurse; or

(2) a program in nursing approved by the licensing authority in another state, territory or possession of the United States as preparation for practice as a registered professional nurse; or

(3) a general nursing course of at least two academic years in a country outside the United States and its territories or possessions that is satisfactory to the department and that the licensing authority or appropriate governmental agency of said country certifies to the department as being preparation for practice as a registered professional nurse. The applicant shall obtain a score satisfactory to the department on a proficiency examination selected by the department as evidence of equivalent training, if the applicant's nursing education was obtained in a school of nursing outside the United States and its territories and has not been determined by the department to be equivalent in quality and scope to a program of nursing education registered by the department.

(b) Licensed practical nursing. To meet the education requirements, the applicant shall have graduated from high school or its equivalent, and shall have:

(1) graduated from a program in nursing registered by the department or approved by the licensing authority in another state, territory, or possession of the United States as preparation for practice as a licensed practical nurse; or

(2) completed preparation in a program determined by the department to be equivalent to the programs described in paragraph (1) of this subdivision; or

(3) graduated from a program in practical nursing of at least 9 months in a country outside the United States and its territories or possessions, which program is satisfactory to the department and which program the licensing authority of said country certifies to the department as being preparation for practice as a licensed practical nurse; or

(4) graduated from a general nursing course in a country outside the United States and its territories that is satisfactory to the department and that the licensing authority of said country certifies to the department as being preparation for practice as a professional nurse.

**64.2 Licensing examinations.** (a) Registered professional nursing

(1) All parts of the registered professional nurse licensing examination shall be taken each time the candidate is examined.

(2) Each candidate for licensure as a registered professional nurse examined after November 22, 1961 shall have taken an examination acceptable to the State Board for Nursing. Except as provided in section 64.3 of this Part, each candidate examined after May 31, 1974 shall have taken the same examination on the same dates such examination was given in this state.

(3) An applicant for admission to the registered professional nurse examination, whose nursing education was obtained in a school of nursing outside of the United States and its territories which has not been determined by the department to be equivalent in quality and scope to a program of nursing education registered by the department, who has not previously passed a proficiency examination selected by the department and who has been unsuccessful in passing the registered professional nurse licensing examination shall pass a proficiency examination selected by the department as a condition of readmission to a subsequent licensing examination.

(4) The registered professional nurse licensing examination results shall be reported as a single score. Applicants who have passed a part or parts of the registered professional nurse licensing examination

prior to July 1, 1982 may not retain credit for such part or parts beyond that date.

(b) Licensed practical nursing.

(1) A candidate for licensure as a practical nurse shall pass an examination acceptable to the State Board for Nursing. Each candidate examined after September 11, 1974 shall have taken the same examination on the same dates such examination was given in this state.

(2) The passing score as determined by the State Board for Nursing for the licensed practical nurse licensing examination shall be reported as a single score.

**64.3 Licensure by endorsement.** Each applicant licensed in another jurisdiction on the basis of a State Board Test Pool Examination for Registered Nurse Licensure administered after May 31, 1974 or a State Board Test Pool Examination for Practical Nurse Licensure administered after September 11, 1974 which was not acceptable to the department for licensing purposes because the examination was administered on a different date or was a different examination from the examination administered in New York may be licensed if:

(a) the examination was taken under the same conditions as required in New York at the time applicant was examined; and

(b) the grades achieved on the examination meet the New York State standards for licensure which existed at the time the applicant was examined; and

(c) the candidate has completed not less than 5 years of experience satisfactory to the department as a registered professional nurse or as a licensed practical nurse preceding the application for licensure in New York State and subsequent to licensure in the other jurisdiction.

**64.4 Limited permits.** A limited permit to practice as a registered professional nurse or licensed practical nurse may be issued after the applicant has met requirements of age, moral character, education and proficiency examination, if applicable, for admission to the licensing examination, provided that the applicant has not failed the professional licensing examination. Failure on a registered professional nurse licensing examination shall not preclude issuance of a limited permit to practice as a licensed practical nurse.

# PART 17
# DISCIPLINARY PROCEEDINGS IN THE PROFESSIONS

Section
17.1 Complaints or other information
17.2 Investigation
17.3 Prosecution or settlement of disciplinary proceedings
17.4 Reports
17.5 Consent orders
17.6 Surrender of license
17.7 Violation of probation
17.8 Hearing panel; administrative officers
17.9 Summary suspensions

**Section 17.1 Complaints or other information.** All complaints or other information relating to licensees authorized to practice a profession under title VIII of the Education Law shall be referred to the executive director of the Office of Professional Discipline.

**17.2 Investigation.** The executive director of the Office of Professional Discipline or that officer's designee shall, in matters involving possible professional misconduct, initiate an investigation of each such complaint or other information.

**17.3 Prosecution or settlement of disciplinary proceedings.** Prosecution or settlement of disciplinary proceedings shall be conducted as provided in title VIII of the Education Law, and as provided in this Part.

**17.4 Reports.** The executive director of the Office of Professional Discipline or that officer's designee shall submit a report by April first of each year on the status of cases investigated during the previous year, as well as on the disposition of any criminal or civil matters processed through the office, to the chairman of the State Board for each of the professions supervised by the Board of Regents.

**17.5 Consent orders.** Disciplinary proceedings conducted pursuant to the provisions of title VIII of the Education Law may be disposed of in accordance with the following procedure:

(a) A licensee who is under investigation, or against whom charges have been voted, who admits guilt to at least one of the acts of misconduct alleged or charged, in full satisfaction of all allegations or charges, or who does not contest the allegations or charges or who cannot successfully defend against at least one of the acts of misconduct alleged or charged, shall notify the executive director of the Office of Professional Discipline or the director's designee.

(b) If the executive director of the Office of Professional Discipline or the director's designee, a designated member of the State Board for the applicable profession, and the licensee agree to a statement by the licensee admitting guilt to one or more of the allegations or charges or setting forth a decision not to contest the allegations or charges or stating that the licensee cannot successfully defend against such allegations or charges and agreeing to a proposed penalty, and if a designated member of the Board of Regents thereafter agrees to such statement and proposed penalty, a written application, signed by all the above, shall be submitted by the licensee to the Board of Regents based upon the statement and proposed penalty consenting to the issuance of an order of the Commissioner of Education effectuating such penalty. The provisions of this section shall also apply to licensees and registrants subject to section 230 of the Public Health Law and to article 137 of the Education Law. With respect to licensees subject to section 230 of the Public Health Law, the agreement of the director of the Office of Professional Medical Conduct or that officer's designee, and of the Commissioner of Health or his or her designee, to the statement and proposed penalty and their signatures on the application shall be required in lieu of the agreement and signature of the executive director, Office of Professional Discipline. With respect to licensees subject to the provisions of section 230 of the Public Health Law, the term State Board as used in this section means the State Board for Professional Medical Conduct. With respect to licensees and registrants subject to article 137 of the Education Law, the agreement of the executive secretary of the State Board of Pharmacy to the statement and proposed penalty and his or her signature on the application shall also be required.

(c) The application shall be in such form and shall contain such substance as is acceptable to the executive director of the Office of Professional Discipline or the director's designee.

(d) In the event an application is not granted by the Board of Regents, nothing contained therein shall be binding upon the licensee or construed to be an admission of any act of misconduct alleged or charged, and such application shall not be used against the licensee in any way. Any such application shall be kept in strict confidence during the pendency of the disciplinary proceeding. In addition, such denial by the Board of Regents shall be without prejudice to the continuance of the disciplinary proceeding and the final determination by the Board of Regents pursuant to the provisions of the Education Law.

(e) In the event the Board of Regents grants the application, the Commissioner of Education shall issue an order in accordance therewith.

**17.6 Surrender of license.** Disciplinary proceedings conducted pursuant to the provisions of title VIII of the Education Law may be disposed of in accordance with the following procedure:

(a) A licensee who is under investigation or against whom charges have been voted, who wishes to surrender his or her license to practice any of the professions enumerated in title VIII, shall notify the executive director of the Office of Professional Discipline or that officer's designee.

(b) An application to surrender a license shall be based upon a statement that the licensee admits guilt to at least one of the acts of misconduct alleged or charged, in full satisfaction of all allegations or charges, or does not contest the allegations or charges, or cannot successfully defend against at least one of the acts of misconduct alleged or charged. If the executive director or the director designee, a designated member of the State Board for the applicable profession, and the licensee agree to such statement, and if a designated member of the Board of Regents thereafter agrees to such statement, a written application, signed by the licensee, shall be submitted to the Board of Regents. The application shall be in such form and shall contain such substance as is acceptable to the executive director of the Office of Professional Discipline or the director's designee. The provisions of this section shall also apply to licensees and registrants subject to section 230 of the Public Health Law and to article 137 of the Education Law. With respect to licensees subject to section 230 of the Public Health Law, the agreement of the director of the Office of Professional Medical Conduct or that officer's designee and the Commissioner of Health or his or her designee to the statement, and their signature on the application, shall be required in lieu of the agreement and signature of the executive director of the Office of Professional Discipline. With respect to licensees subject to the provisions of section 230 of the Public Health Law, the term State Board as used in this section means the State Board for Professional Medical Conduct. With respect to licensees and registrants subject to article 137 of the Education Law, the agreement of the executive secretary of the State Board of Pharmacy to the statement and his or her signature on the application shall also be required.

(c) In the event the application is not granted by the Board of Regents, nothing contained therein shall be binding upon the licensee or construed to be an admission of any act of misconduct alleged or charged, and such application shall not be used against the licensee in any way. The application shall be kept in strict confidence during the pendency of the disciplinary proceeding. In addition, any such denial by the Board of Regents shall be made without prejudice to the continuance of any disciplinary proceeding and the final determination by the Board of Regents pursuant to the provisions of the Education Law.

(d) In the event the Board of Regents grants the application, the Commissioner of Education shall issue an order in accordance therewith. The order shall include a provision that the licensee may not apply for the restoration of the license affected by the granted application until at least one year has elapsed from the effective date of such order.

**17.7 Violation of probation.** (a) Upon the receipt of information indicating that the respondent may be in violation of any of the terms or conditions of respondent's probation, the department shall conduct an investigation.

(b) The executive director of the Office of Professional Discipline shall review the results of the investigation and if the executive director determines that a violation of probation proceeding is warranted, the executive director shall give notice to the respondent, by letter, of the facts forming the basis of the alleged violation of respondent's probation. The respondent, in said letter, shall be requested to indicate whether there is any dispute as to the facts, and shall be informed that if respon-

dent disputes any of the facts the respondent shall be entitled to a hearing thereon.

(c) If the respondent does not dispute the facts forming the basis of the alleged violation of probation, the matter shall be submitted to the Regents Review Comittee for its review and recommendation(s) as to whether, based upon the undisputed facts, there has been a violation of the terms or conditions of respondent's probation and, if so, as to the measure of discipline to be imposed upon the respondent.

(d) If the respondent disputes any of the facts forming the basis of the alleged violation of probation, the respondent shall be afforded a hearing before a hearing officer appointed by the commissioner to hear and make findings of fact, conclusions of law and recommendation(s). The department shall give the respondent at least 10 days' notice of the hearing, 15 if by mail. The evidence in support of the application shall be presented by counsel on behalf of the department and the respondent shall also have the right to be represented by counsel. The department and the respondent have the right to produce witnesses and other evidence, to cross-examine witnesses, and to examine any other evidence produced at the hearing. A stenographic record of the hearing will be made, and the hearing officer shall not be bound by the rules of evidence, but the findings of fact and conclusions of law of the hearing officer shall be based upon substantial evidence.

(e) The report of the hearing officer shall be reviewed by the Regents Review Committee.

(f) The Regents Review Committee shall notify the respondent, at least seven days before its meeting, of the time and place of such meeting, and shall also notify the respondent of the opportunity to appear in person and to be represented by counsel at such meeting.

(g) The Regents Review Committee shall transmit the report of the hearing officer and a written report of its review to the Board of Regents. The final determination shall be made by the Board of Regents, and the commissioner shall issue an order implementing such determination.

(h) The measure of discipline to be imposed for any violation of probation may be to continue the respondent on probation for a period in addition to the period of probation imposed in the original order, or to terminate the probation, vacate the stay of execution, and impose any measure of discipline authorized by section 6511 of the Education Law. A violation of probation shall constitute unprofessional conduct, and may constitute the basis for proceedings under either the provisions of section 6510 of the Education Law or of this Part.

**17.8 Hearing panel; administrative officers.** Findings of fact, recommendations as to penalties to be imposed, and any other actions taken by a hearing panel in disciplinary proceedings, except as hereinafter set forth, shall be made by majority vote. Any determination of guilt shall require a minimum of a four fifths vote of the hearing panel. An administrative officer, admitted to practice as an attorney in the State of New York, shall rule on all motions, procedures and other legal objections, and draft a report which shall reflect the determination and recommendation of the panel and be subject to the approval of and signature by the panel chairperson on behalf of the panel. The administrative officer shall not be entitled to a vote.

**17.9 Summary suspensions.** (a) If the executive director of the Office of Professional Discipline or that officer's designee believes that the public health, safety or welfare imperatively requires emergency action against a professional license, certificate, registration, permit or other authorization of the licensee to practice under title VIII of the Education Law, the executive director or the director's designee may make an application, on behalf of the department, to the Board of Regents for the summary suspension of said authorization pending the prompt institution prosecution and completion of formal disciplinary proceedings as provided under section 6510 of the Education Law.

(b) Summary suspension proceedings shall be commenced by the service on the licensee of a notice of hearing and a verified petition. The notice of hearing shall state the time and place or oral argument on the application for summary suspension and the regent designated by the chancellor to hear the matter, and shall include a copy of this rule. The notice of hearing and petition shall be personally served upon the licensee no later than five days prior to the date set for oral argument. If personal service cannot be made after due diligence, the notice of hearing and petition may be served by certified mail, to the licensee's last known address, not less than eight days prior to the date set for oral argument. The petition shall set forth the basis for the application and shall include sworn statements upon personal knowledge and/or exhibits demonstrating probable cause to believe that respondent has committed professional misconduct and that the public health, safety or welfare imperatively requires emergency action to summarily suspend respondent's license. A verified answer and any sworn statements and supporting exhibits may be served by

respondent upon the executive director of the Office of Professional Discipline or that officer's designee no later than two days prior to the date set for oral argument. The executive director or designee may serve a verified reply, together with any sworn statement and supporting exhibits, to the answer no later than the day prior to the date of oral argument. The answer and/or reply may be served by certified mail by mailing to the addressee no later than three and two days, respectively, prior to the date set for oral argument. The petition, answer and reply, together with any sworn statement and supporting exhibits, shall be transmitted at the time of service of each paper to the regent designated to hear the case. Saturdays, Sundays and legal holidays shall be excluded in calculating the periods of time set forth in this subdivision.

(c) At the oral argument, the Office of Professional Discipline and respondent and/or his or her attorney shall have the right to be heard, but no testimony shall be taken and no transcript of oral arguments shall be required. No further papers shall be submitted at the oral argument except by permission of the regent designated to conduct the proceeding.

(d) The regent designated by the chancellor to conduct the proceeding shall submit a written report of his or her conclusions and recommendation(s) to the Board of Regents, which shall determine whether to grant or deny the application for summary suspension. A determination by the Board of Regents granting the application must be based upon a finding that the public health, safety or welfare imperatively requires emergency action.

(e) Any determination of the Board of Regents shall be without prejudice to the department or licensee in any subsequent formal disciplinary proceeding.

## PART 24
## COMMITTEE ON THE PROFESSIONS

**Section 24.1** The Committee on the Professions shall consist of three department officers designated by the Board of Regents pursuant to Section 6506 (10) of the Education Law.

**24.2** The Committee on the Professions shall review and make recommendations or determinations in licensing matters as provided in this Part or pursuant to referrals from the Board of Regents.

**24.3** The Committee on the Professions shall review and determine questions of the preprofessional or professional education of applicants for licensure or other authorizations to practice in accordance with the following standards:

(a) Preprofessional education.

(1) The Committee on the Professions may accept graduation from a professional program which is either registered by the department or nationally accredited in lieu of a maximum of six semester hours of preprofessional education.

(2) The Committee on the Professions may accept postsecondary study satisfactory to the department and performed after completion of professional study requirements in lieu of a maximum of 30 semester hours of required preprofessional study.

(b) Professional education. As the equivalent of a professional program registered by the department, the Committee on the Professions may accept a professional program which is:

(1) offered by an institution accredited by an accrediting organization acceptable to the department or recognized by the appropriate civil authorities of the country in which the school is located as an acceptable program of preparation for professional practice; and

(2) designed and conducted by the degree-granting institution to prepare graduates for the professional practice of the profession in the state or country in which the institution is located; and

(3) demonstrated to be the substantial equivalent in scope, content, and resources to a program meeting the requirements established by Part 52 of this Title for the registration of a professional licensure qualifying program in the State.

**24.4** The Committee on the Professions may review and determine appeals from licensing determinations of the department staff relating to education or experience requirements if the chairman of the Committee determines that the appeal involves a substantial or novel question which should be reviewed by the Committee.

**24.5** The Committee on the Professions shall review and determine appeals pursuant to section 18.7 of this Chapter relating to the voluntary surrender and restoration of licenses.

**24.6** The Committee on the Professions shall review and determine questions of moral character in accordance with the provisions of Part 28 of this Chapter.

**24.7** The Committee on the Professions shall review and submit its recommendation to the Board of Regents for final determinations in the following cases:

(a) applications pursuant to Education Law, section 6506 (5) for the waiver of an education, experience or examination requirement on the ground that the requirement has been substantially met, and

(b) petitions for restoration of a professional license which has been revoked or surrendered pursuant to Education Law, sections 6510 or 6510-a. At least one year shall have elapsed from the date of service of the order of revocation, acceptance of surrender, or denial of a prior application for restoration or reinstatement by vote of the Board of Regents, for the acceptance by the department of a petition to the Board of Regents for restoration of a license or certificate, except that a period of time during which the license was suspended during the pendency of the discipline proceeding may reduce the one year waiting period. This section shall not apply to res-

toration of licenses which have been temporarily surrendered pursuant to Education Law section 6510-b or Public Health Law section 230, subdivision 13.

(1) Materials submitted in response to the Committee on the Professions' recommendation to the Board of Regents shall be filed no later than 15 days following the postmarked date of the written notification of the decision or recommendation of the Committee on the Professions.

(2) If an applicant has failed to remain current with developments in the profession, and a substantial question is presented as to the applicant's current fitness to enter into the active practice of the profession, the Board of Regents may require that the applicant take and obtain satisfactory grades on a proficiency examination satisfactory to the department prior to the issuance of a license or limited permit.

**24.8** Reconsideration. An application for reconsideration of a determination made by the Committee on the Professions or by the Board of Regents following a Committee on the Professions recommendation may be accepted upon a showing that the original action was based on an error of law, or that there is new and material evidence which was not previously available, or that circumstances have changed subsequent to the original determination.

# PART 28
# DETERMINATION OF GOOD MORAL CHARACTER IN THE PROFESSIONS

Section 28.1 Determination of good moral character
28.2 Information
28.3 Investigation
28.4 Review
28.5 Hearing
28.6 Appeal
28.7 Reapplication
28.8 Proficiency examination

**Section 28.1 Determination of good moral character.** The determination of whether an applicant for authorization to practice a profession, under title VIII of the Education Law, is of good moral character shall be made in accordance with the procedures specified in this Part.

**28.2 Information.** All information indicating that an applicant has been convicted of a crime, or has committed an act which raises a reasonable question as to the applicant's moral character, shall be referred to the executive director of the Office of Professional Discipline or his or her designee.

**28.3 Investigation.** The executive director of the Office of Professional Discipline, or his or hr designee, shall arrange for a full and complete investigation of the circumstances surrounding such conviction or act. If it is determined that a reasonable question exists as to the applicant's moral character, then the executive director, or his or her designee, shall submit the results of the investigation, including any letters of reference from peers or others which may have been submitted by the applicant, to a panel of the appropriate professional State Board for its review. The panel shall consist of three or more members of the State Board.

**28.4 Review.** Upon such review, the panel, by majority vote, may conclude in favor of the applicant to the effect that the moral character of the applicant is adequate for licensure, thereby fulfilling that licensure requirement, and the applicant and the director of the Division of Professional Licensing Services shall be notified of such conclusion by the Office of Professional Discipline. If, upon such review, the panel concludes, by a majority vote, that a substantial question exists as to the moral character of the applicant, the applicant shall be notified thereof. Upon the written request of the applicant, within 30 days after receipt of such notice, the department shall schedule a hearing on such question.

**28.5 Hearing.** The applicant shall be given 15 days' notice, by mail, of the time and place of the hearing and a statement of the matters asserted which raised the question of the applicant's moral character. The applicant may be represented at the hearing by an attorney, may cross-examine witnesses, may produce witnesses, and may present evidence in support of the applicant's good moral character. The hearing, at which a verbatim record shall be taken, shall take place before a panel consisting of three or more members of the appropriate professional State Board, and before an administrative officer admitted to practice as an attorney in the State of New York, designated by the department. Such administrative officer shall have authority to rule on all motions, procedures and other legal objections, but shall not be entitled to vote in the determination of the panel. The determination of the panel shall be made by a majority vote of the panel and shall be rendered in a written report which shall be drafted by the administrative officer, shall reflect the determination and recommendations of the panel, and shall be subject to the approval of and signature by the panel chairperson on behalf of the panel. Copies of the report shall be forwarded to the director of the Division of Professional Licensing Services and to the applicant.

**28.6 Appeal.** The applicant or the executive director of the Office of Professional Discipline may appeal the determination of the panel concerning the licensure requirement of good moral character by filing a written notice of appeal therefrom with the Committee on the Professions within 30 days after service of the report of the panel upon the party taking the appeal. In the event no appeal is taken from the determination of the panel, the determination of the panel shall be final. In the event either party appeals from the determination of the

panel, the appellant may submit a brief to the Committee on the Professions and the opposing party within 30 days after filing the notice of appeal. An answering brief may be filed by the opposing party with the Committee on the Professions within 20 days after the receipt by the opposing party of the brief submitted by the appellant. The Committee on the Professions may affirm, reverse or modify the determination of the panel and/or make such other determination as it may deem just and proper under the circumstances. The determination of the Committee on the Professions shall be final and copies thereof shall be forwarded to the applicant and to the executive director of the Office of Professional Discipline.

**28.7 Reapplication.** Whether or not the applicant appeals from the determination of the panel, the applicant may reapply for licensure to the director of the Division of Professional Licensing Services after the expiration of 18 months from the date of service of the report of the panel.

**28.8 Proficiency examination.** If the Committee on the Professions determines that the applicant otherwise meets the moral character requirements, but has failed to remain current with developments in the profession, and a substantial question is presented as to the applicant's current fitness to enter into the active practice of the profession, the Committee on the Professions may require that the applicant take and obtain satisfactory grades on a proficiency examination satisfactory to the department prior to the issuance of a license or limited permit.

# RULES OF THE BOARD OF REGENTS ON UNPROFESSIONAL CONDUCT
## Section 29.1
## GENERAL PROVISIONS FOR ALL PROFESSIONS

(a) Unprofessional conduct shall be the conduct prohibited by this section. The provisions of these rules applicable to a particular profession may define additional acts or omissions as unprofessional conduct and may establish exceptions to these general prohibitions.

(b) Unprofessional conduct in the practice of any profession licensed or certified pursuant to title VIII of the Education Law shall include:

(1) willful or grossly negligent failure to comply with substantial provisions of Federal, State or local laws, rules or regulations governing the practice of the profession;

(2) exercising undue influence on the patient or client, including the promotion of the sale of services, appliances or drugs in such manner as to exploit the patient or client for the financial gain of the practitioner or of a third party;

(3) directly or indirectly offering, giving, soliciting, or receiving or agreeing to receive, any fee or other consideration to or from a third party for the referral of a patient or client or in connection with the performance of professional services;

(4) permitting any person to share in the fees for professional services, other than: a partner, employee, associate in a professional firm or corporation, professional subcontractor or consultant authorized to practice the same profession, or a legally authorized trainee practicing under the supervision of a licensed practitioner. This prohibition shall include any arrangement or agreement whereby the amount received in payment for furnishing space, facilities, equipment or personnel services used by a professional licensee constitutes a percentage of, or is otherwise dependent upon, the income or receipts of the licensee from such practice, except as otherwise provided by law with respect to a facility licensed pursuant to article 28 of the Public Health Law or article 13 of the Mental Hygiene Law;

(5) conduct in the practice of a profession which evidences moral unfitness to practice the profession;

(6) willfully making or filing a false report, or failing to file a report required by law or by the Education Department, or willfully impeding or obstructing such filing, or inducing another person to do so;

(7) failing to make available to a patient or client, upon request, copies of documents in the possession or under the control of the licensee which have been prepared for and paid for by the patient or client;

(8) revealing of personally identifiable facts, data or information obtained in a professional capacity without the prior consent of the patient or client, except as authorized or required by law;

(9) practicing or offering to practice beyond the scope permitted by law, or accepting and performing professional responsibilities which the licensee knows or has reason to know that he or she is not competent to perform, or performing without adequate supervision professional services which the licensee is authorized to perform only under the supervision of a licensed professional, except in an emergency situation where a person's life or health is in danger;

(10) delegating professional responsibilities to a person when the licensee delegating such responsibilities knows or has reason to know that such person is not qualified, by training, by experience or by licensure, to perform them;

(11) performing professional services which have not been duly authorized by the patient or client or his or her legal representative;

(12) advertising or soliciting for patronage that is not in the public interest:

(i) Advertising or soliciting not in the public interest shall include but not be limited to advertising or soliciting that:

(a) is false, fraudulent, deceptive, misleading, sensational or flamboyant;

(b) represents intimidation or undue pressure;

(c) uses testimonials;

(d) guarantees any service;

**FORM 1**

**Check One Box**

☐ **REGISTERED PROFESSIONAL NURSE**

☐ **LICENSED PRACTICAL NURSE**

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES

# APPLICATION FOR LICENSE AND FIRST REGISTRATION

COMPLETE BOTH SIDES OF THIS APPLICATION

**Department Use Only**

☐ 22 ☐ 10
☐ 145 ☐ 145 LX
☐ 105 ☐ 105 ER
☐ 30 PR ☐

**N.Y.S. License Number**

1. ___-___-___ **Social Security Number**
2. ___ **First 3 letters of Last Name**
3. **BIRTH DATE** ___ mo. ___ day ___ yr.

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS (check only one) ☐ permanent address of record ☐ temporary mailing address*

* If temporary address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State ZIP Code

6. TELEPHONE

At home ___ area code ___ number
At work ___ area code ___ number

7. School of nursing attended: _____

8. FOREIGN EDUCATED NURSES ONLY: Date CGFNS Qualifying Examination written _____ Month/Day/Year
and Certificate No. _____ This certificate must come directly from CGFNS.

9. (a) Name as appears on nursing diploma or degree
If name different from #4 answer 9b. _____

(b) Name change from _____ to _____

by Marriage _____ Divorce _____ Court Order _____

10. Have you ever filed an application in New York State for a RPN or LPN License? (If so, indicate profession):
☐ Never filed an application ☐ Registered Professional Nurse ☐ Licensed Practical Nurse

11. Have you ever been convicted of a crime (felony or misdemeanor) in any state or country? ☐ Yes ☐ No
12. Have you ever been charged with a crime (felony or misdemeanor) in any state or country, the disposition of which was other than by acquittal or dismissal? ☐ Yes ☐ No
13. Have you ever surrendered your license or been found guilty of professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? ☐ Yes ☐ No
14. Are charges pending against you for professional misconduct, unprofessional conduct, incompetence or negligence in any state or country? ☐ Yes ☐ No
15. Has any hospital or licensed facility restricted or terminated your professional training, employment, or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures? ☐ Yes ☐ No

• If the answer to questions 11–15, is "yes," submit a letter giving a complete explanation, include copies of court records, and if you possess one, a copy of the "Certificate of Relief from Disabilities" or your "Certificate of Good Conduct."

16. If you have ever taken the SBTP, NCLEX, or a state-constructed examination for licensure as either a Registered Professional Nurse or a licensed Practical Nurse in the United States or its territories, (except New York State) indicate below.

| * STATE OR TERRITORY | PROFESSIONS | DATE OF EXAM | LICENSE NUMBER, IF GRANTED |
|---|---|---|---|
| 1. | ☐ RN ☐ PN | | |
| 2. | ☐ RN ☐ PN | | |
| 3. | ☐ RN ☐ PN | | |

* If you have taken the SBTP Examination, you must submit a Form 3 for each jurisdiction in which you sat for that examination. If you took the NCLEX Examination, you need only submit the Form 3 for the state in which you were originally licensed.

**December 1988**

16. Requested Examination Date: Registered Professional Nurse: ☐ February ☐ July
Licensed Practical Nurse: ☐ April ☐ October

17. Requested Examination Centers:

☐ Albany Area ☐ New York City Area ☐ Buffalo Area ☐ Rochester Area ☐ Syracuse Area

18. **IN THE SPACES BELOW, GIVE AN ACCURATE RECORD OF YOUR EDUCATIONAL PREPARATION**

| Name of Schools Attended and Locations | Number of Years Attended | Grade Completed | ATTENDANCE | | Diploma or Degree Obtained **(If school is located outside the United States, attach a copy of all transcripts, degrees, and diplomas).** |
|---|---|---|---|---|---|
| | | | Entrance Date | Leaving Date | |
| **Elementary or Primary School** | | | | | |
| **High School or Secondary School** | | | | | |
| **Postsecondary School(s) including basic nursing education programs** | | | | | |
| **Special Professional Qualifications** (List any certificates or attainments with specific dates.) | | | | | |

**AFFIDAVIT**

I hereby certify that I have read the statutory provisions, Rules of the Board of Regents and Regulations of the Commissioner of Education distributed to me by the State Education Department.

Under penalties of perjury, I declare and affirm that the statements made in the application, including accompanying statements and transcripts, are true, complete and correct. I understand that any false or misleading information in, or in connection with my application may be cause for denial or loss of licensure.

..... .....
*Signature of applicant* *Date*

• DO NOT STAPLE •

IN THIS SPACE
SECURELY ATTACH
PHOTOGRAPH TAKEN
WITHIN PAST YEAR

Write signature on light portion of photograph not across features.

Date of Photograph .....

**SEE LICENSURE REQUIREMENTS FOR FILING DEADLINE/FEES/ADDITIONAL INSTRUCTIONS**

88-7346

| FORM 1 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES

# APPLICATION FOR LICENSE AND FIRST REGISTRATION

COMPLETE BOTH SIDES OF THIS APPLICATION

**Department Use Only**

☐ 2 2 ☐ 1 0
☐ ☐ ☐ ☐ ☐ ☐ L X
1 4 5 1 4 5
☐ ☐ ☐ ☐ ☐ ☐ E R
1 0 5 1 0 5
☐ ☐ ☐ P R ☐ ☐ ☐
3 0 ☐ ☐

**N.Y.S. License Number**

1. ☐☐☐ – ☐☐ – ☐☐☐☐ **Social Security Number**
2. ☐☐☐ **First 3 letters of Last Name**
3. **BIRTH DATE** ☐☐ ☐☐ ☐☐ mo. day yr.

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last ☐☐☐☐

16. Requested Examination Date: Registered Professional Nurse: ☐ February ☐ July
Licensed Practical Nurse: ☐ April ☐ October

17. Requested Examination Centers:

☐ Albany Area ☐ New York City Area ☐ Buffalo Area ☐ Rochester Area ☐ Syracuse Area

18. **IN THE SPACES BELOW, GIVE AN ACCURATE RECORD OF YOUR EDUCATIONAL PREPARATION**

| Name of Schools Attended and Locations | Number of Years Attended | Grade Completed | ATTENDANCE | | Diploma or Degree Obtained **(If school is located outside the United States, attach a copy of all transcripts, degrees, and diplomas).** |
|---|---|---|---|---|---|
| | | | Entrance Date | Leaving Date | |
| **Elementary or Primary School** | | | | | |
| **High School or Secondary School** | | | | | |
| **Postsecondary School(s) including basic nursing education programs** | | | | | |
| **Special Professional Qualifications** (List any certificates or attainments with specific dates.) | | | | | |

**AFFIDAVIT**

I hereby certify that I have read the statutory provisions, Rules of the Board of Regents and Regulations of the Commissioner o Education distributed to me by the State Education Department.

Under penalties of perjury, I declare and affirm that the statements made in the application, including accompanying statements and transcripts, are true, complete and correct. I understand that any false or misleading information in, or in connection with my application may be cause for denial or loss of licensure.

..... .....
*Signature of applicant* *Date*

**• DO NOT STAPLE •**

IN THIS SPACE
SECURELY ATTACH
PHOTOGRAPH TAKEN
WITHIN PAST YEAR

Write signature on light portion of photograph not across features.

Date of Photograph .....

**SEE LICENSURE REQUIREMENTS FOR FILING DEADLINE/FEES/ADDITIONAL INSTRUCTIONS**

**88-7346**

| FORM 1D |
|---|
| Check One Box |
| ☐ Registered Professional Nursing |
| ☐ Licensed Practical Nursing |

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Office of the Professions
Division of Professional Licensing Services

**CANDIDATE DATA RECORD**
**GENDER AND ETHNICITY**

**ALL CANDIDATES ARE REQUESTED TO COMPLETE THIS FORM**

The New York State Board of Regents and the State Education Department are committed to equal opportunity and racial justice. To achieve these goals, legislation has been enacted which calls for specific efforts "..... in eradicating the present effects of past discrimination." The Regents and the State Education Department endorse a coordinated and comprehensive effort involving the sustained efforts of the educational system, professional boards, professional associations and societies, government, industry, parent groups, and individual professionals. In pursuit of those efforts, the Legislature has authorized and required the Commissioner of Education "to collect and analyze data concerning minority representation in the licensed professions."

The ethnic and gender data being collected will not be made part of your application or licensure file and will not be released to anyone. The data will in no way affect the processing of your application or your eligibility for licensure or reregistration. The data will be used only for statistical, research, and program evaluation purposes pertaining to the study of minority representation in the licensed professions.

If you are interested in learning more about or participating in state and local minority access projects you may contact the Executive Secretary for the State Board of your profession or the Department's Bureau of Professional Career Opportunity Programs at (518) 473-6810.

**INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS FORM:**

1. **Complete Items 1-5 by printing all information clearly in the boxes provided.**
2. **Complete Items 6 & 7 by placing an (X) in the appropriate box.**
3. **Return this form to: Division of Professional Licensing Services, Nursing Unit, Cultural Education Center, Albany, New York 12230.**

1. ☐☐☐ – ☐☐ – ☐☐☐☐ **Social Security Number**

2. ☐☐☐ **First 3 letters of Last Name**

3. **BIRTH DATE** ☐☐ ☐☐ ☐☐ **mo. day yr.**

4. PRINT FULL NAME AS IT APPEARS ON YOUR APPLICATION.

Last ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Middle ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

5. ADDRESS

Misc. (Bldg. & Apt., etc.) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Street ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

City ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

State ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ Zip Code ☐☐☐☐☐

6. GENDER ☐ Male (M) ☐ Female (F)

7. ETHNICITY ☐ American Indian or Alaskan Native (I) ☐ Asian or Pacific Islander (A) ☐ Black (not Hispanic) (B) ☐ Hispanic (H) ☐ Caucasian/White (not Hispanic) (W)

December 1988

| FORM 2 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES
CULTURAL EDUCATION CENTER
ALBANY, NEW YORK 12230

**CERTIFICATION OF NURSING EDUCATION**

## CANDIDATE INSTRUCTIONS

1. **Complete Section I. Enter your name as it appears on your application Form 1.**
2. **Send this form to the school of nursing which you attended. See "Licensure Requirements" for additional instructions. Be sure to include any fee required.**

## SECTION I: CANDIDATE INFORMATION

1. ☐☐☐ – ☐☐ – ☐☐☐☐ **Social Security Number**
2. ☐☐☐ **First 3 letters of Last Name**
3. **BIRTH DATE** ☐☐ ☐☐ ☐☐ mo. day yr.

(check only one)
☐ permanent address of record
☐ temporary mailing address*

* If temporary mailing address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS
Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State
ZIP Code

6. Print name under which degree or diploma in nursing was awarded:

_____
(NAME)

7. School of nursing attended:

a. Name _____

b. Address _____
(Street) (City) (State) (Country)

8. Date degree or diploma in nursing was awarded or is expected to be awarded. ☐☐ ☐☐ ☐☐ mo. day yr.

• **Nursing School Complete Reverse Side** •

**SECTION II: CERTIFICATION OF NURSING EDUCATION**

**INSTRUCTIONS TO THE SCHOOL OF NURSING:** Please complete and return this form **directly** to the Division of Professional Licensing Services. This form will not be accepted if returned by the candidate, any other person(s), or agency other than the proper school authority.

1. Name of applicant _____
(See Number 4 Reverse Side)

2. School of nursing:
   a) Name _____
   b) Address _____
(Street) (City) (State) (Country)

3. Description of Nursing Program:

**a. Located WITHIN the United States or its territories**

(1) Date of completion* of program ☐☐ ☐☐ ☐☐
mo. day yr.

(2) Program was approved as preparing for license as a Registered Professional Nurse or Licensed Practical Nurse by ___
_____
(Give name of governmental authority)

(3) Type of program:

a) ☐ Baccalaureate
b) ☐ Associate
c) ☐ Diploma
d) ☐ Other _____
(Please specify)

Title of degree awarded: _____ Dated Awarded: _____

**b. Located OUTSIDE of the United States or its territories** **(PLEASE ATTACH AN OFFICIAL TRANSCRIPT)**

(1) Length of Program _____

(2) Date of Admission: ☐☐ ☐☐ ☐☐
mo. day yr.
Date of Completion*: ☐☐ ☐☐ ☐☐
mo. day yr.

(3) Years of Education required for admission _____

(4) Degree or Diploma awarded: _____ Awarded: _____
Title Date

(5) Program was approved as preparing for license as a general or professional nurse by _____
_____
(Give name of governmental licensing authority)

If NOT approved, please explain:
_____
_____

(6) Give language of instructions used _____

---

I hereby certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the nursing program and/or the license status and licensing examination results of the individual named on this form.

Signature .....

Title .....

SEAL

Agency .....

Address .....

Date .....

* Date on which faculty approved or is expected to approve the awarding of the degree or diploma (Not the date of graduation ceremony).

NOTE: Applicants for the licensing examination must have this form submitted at least 60 days before the scheduled date of the examination. If this 60-day deadline is before the date the faculty is expected to approve the awarding of the degree or diploma, a second copy of this form must be submitted after the faculty has approved the awarding of the degree or diploma which attests to the date it was actually approved. The date the degree or diploma is approved must be at least 16 days before the scheduled date of the New York State licensing examination. Should this applicant not be approved for the degree or diploma on the date indicated in Section II, please notify the Division of Professional Licensing Services by letter immediately.

88-7346

| FORM 2 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES
CULTURAL EDUCATION CENTER
ALBANY, NEW YORK 12230

**CERTIFICATION OF NURSING EDUCATION**

## CANDIDATE INSTRUCTIONS

1. **Complete Section I. Enter your name as it appears on your application Form 1.**
2. **Send this form to the school of nursing which you attended. See "Licensure Requirements" for additional instructions. Be sure to include any fee required.**

## SECTION I: CANDIDATE INFORMATION

1. ☐☐☐–☐☐–☐☐☐☐ **Social Security Number**
2. ☐☐☐ **First 3 letters of Last Name**
3. **BIRTH DATE** ☐☐ mo. ☐☐ day ☐☐ yr.

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS
Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State ZIP Code

(check only one)
☐ permanent address of record
☐ temporary mailing address*

* If temporary mailing address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

6. Print name under which degree or diploma in nursing was awarded:

(NAME)

7. School of nursing attended:

a. Name _____

b. Address _____
(Street) (City) (State) (Country)

8. Date degree or diploma in nursing was awarded or is expected to be awarded. ☐☐ mo. ☐☐ day ☐☐ yr.

• **Nursing School Complete Reverse Side** •

**December 1988**

**SECTION II: CERTIFICATION OF NURSING EDUCATION**

**INSTRUCTIONS TO THE SCHOOL OF NURSING:** Please complete and return this form **directly** to the Division of Professional Licensing Services. This form will not be accepted if returned by the candidate, any other person(s), or agency other than the proper school authority.

1. Name of applicant _____
(See Number 4 Reverse Side)

2. School of nursing:
a) Name _____

b) Address _____
(Street) (City) (State) (Country)

3. Description of Nursing Program:

**a. Located WITHIN the United States or its territories**

(1) Date of completion* of program ☐☐☐☐☐☐
mo. day yr.

(2) Program was approved as preparing for license as a Registered Professional Nurse or Licensed Practical Nurse by _____
(Give name of governmental authority)

(3) Type of program:

a) ☐ Baccalaureate
b) ☐ Associate
c) ☐ Diploma
d) ☐ Other _____
(Please specify)

Title of degree awarded: _____ Dated Awarded: _____

**b. Located OUTSIDE of the United States or its territories** **(PLEASE ATTACH AN OFFICIAL TRANSCRIPT)**

(1) Length of Program _____

(2) Date of Admission: ☐☐☐☐☐☐ Date of Completion*: ☐☐☐☐☐☐
mo. day yr. mo. day yr.

(3) Years of Education required for admission _____

(4) Degree or Diploma awarded: _____ Awarded: _____
Title Date

(5) Program was approved as preparing for license as a general or professional nurse by _____
(Give name of governmental licensing authority)

If NOT approved, please explain:

_____

_____

(6) Give language of instructions used _____

---

I hereby certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the nursing program and/or the license status and licensing examination results of the individual named on this form.

Signature .....

Title .....

SEAL Agency .....

Address .....

Date .....

* Date on which faculty approved or is expected to approve the awarding of the degree or diploma (Not the date of graduation ceremony).

NOTE: Applicants for the licensing examination must have this form submitted at least 60 days before the scheduled date of the examination. If this 60-day deadline is before the date the faculty is expected to approve the awarding of the degree or diploma, a second copy of this form must be submitted after the faculty has approved the awarding of the degree or diploma which attests to the date it was actually approved. The date the degree or diploma is approved must be at least 16 days before the scheduled date of the New York State licensing examination. Should this applicant not be approved for the degree or diploma on the date indicated in Section II, please notify the Division of Professional Licensing Services by letter immediately.

88-7346

**FORM 2-EQ**

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES
CULTURAL EDUCATION CENTER
ALBANY, NEW YORK 12230

# CERTIFICATION OF NURSING EDUCATION (PN Equivalency Preparation)

## CANDIDATE INSTRUCTIONS

1. **Complete Section I. Enter your name as it appears on your application Form 1.**
2. **Send this form to the school of nursing which you attended. See "Licensure Requirements" for additional instructions. Be sure to include any fee required.**

## SECTION I: CANDIDATE INFORMATION

1. ☐☐☐ – ☐☐ – ☐☐☐☐ **Social Security Number**

2. ☐☐☐ **First 3 letters of Last Name**

3. **BIRTH DATE** ☐☐ ☐☐ ☐☐ mo. day yr.

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last ☐☐☐☐

3. Description of Nursing Program:

**a. Located WITHIN the United States or its territories (Please attach an official transcript)**

(1) Date candidate completed high school or its equivalent ☐☐ mo. ☐☐ day ☐☐ yr.

(2) Date of completion* of PN *equivalent* preparation ☐☐ mo. ☐☐ day ☐☐ yr.

(3) Program was approved as preparing for license as a Registered Professional Nurse by: _____

_____
(Give name of governmental authority)

(4) Type of program:

a) ☐ Baccalaureate
b) ☐ Associate
c) ☐ Diploma
d) ☐ Other _____ (Please specify)

(5) Candidate has completed at least three semesters (or four quarters) of a nursing program at the associate, diploma, or baccalaureate degree level. ☐ Yes ☐ No
*Note: In diploma programs, 480 clock hours of instruction are equivalent to 3 semesters (or 4 quarters) of the associate of baccalaureate nursing courses.*

(6) Candidate has taken nursing courses with a clinical component in each of the three semesters completed. ☐ Yes ☐ No

(7) Candidate has earned 20 semester hours (or 20 educational units or 30 quarter hours) in nursing courses which include a clinical nursing component. ☐ Yes ☐ No

(8) Candidate has achieved a grade of "C" or better in each of the nursing courses (20 educational units or 30 quarter hours) submitted as equivalency preparation. ☐ Yes ☐ No

**b. Applicant who received education in a U.S. Armed Forces Program not approved by a State Governmental Authority:** (Please attach an official transcript)

1) Description of Program

a) Program was at least nine continuous months in length ☐ Yes ☐ No

If NO, give length of program _____

b) Program included classroom instruction and supervised clinical experience ☐ Yes ☐ No

c) Dates of attendance were from _____ (Mo/Day/Yr) to _____ (Mo/Day/Yr)

**c. Located OUTSIDE of the United States or its territories (Please attach an official transcript)**

(1) Length of Program _____

(2) Date of Admission: ☐☐ mo. ☐☐ day ☐☐ yr. Date of Completion*: ☐☐ mo. ☐☐ day ☐☐ yr.

(3) Years of Education required for admission _____

(4) Program prepares for Degree or Diploma of _____ (Title)

(5) Program was approved as preparing for license as a general or professional nurse by _____

_____
(Give name of governmental licensing authority)

If NOT approved, please explain: _____

_____

_____

(6) Give language of instructions used _____

I hereby certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the nursing program and/or the license status and licensing examination results of the individual named on this form.

Signature .....

Title .....

SEAL

Agency .....

Address .....

Date .....

* NOTE: Applicants for the licensing examination must have this form submitted at least 60 days before the scheduled date of the examination.

88-7346

| FORM 3 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES
CULTURAL EDUCATION CENTER
ALBANY, NEW YORK 12230

# CERTIFICATION OF APPROVAL OF NURSING PROGRAM AND/OR LICENSE STATUS OR LICENSING EXAMINATION RESULTS

## CANDIDATE INSTRUCTIONS

1. **Complete Section I. Enter your name as it appears on your application Form 1.**
2. **Send this form to the appropriate state, province, or country, as instructed in the "Licensure Requirements." Be sure to include any fee required.**

## SECTION I: CANDIDATE INFORMATION

1. ☐☐☐–☐☐–☐☐☐☐ **Social Security Number**
2. ☐☐☐ **First 3 letters of Last Name**
3. **BIRTH DATE** ☐☐/☐☐/☐☐ (mo. day yr.)

(check only one)
☐ permanent address of record
☐ temporary mailing address*

* If temporary mailing address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS
Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State ZIP Code

6. If you entered a licensing examination in the United States, using a different name, enter that name below:

_____
(LAST) (FIRST) (MIDDLE)

7. If licensed by examination in the United States give state or territory _____

Date license was issued ☐☐/☐☐/☐☐ (mo. day yr.) License Number _____

8. Name of school of nursing _____

Address _____

9. Date certificate or diploma in nursing was awarded or is expected to be awarded. ☐☐/☐☐/☐☐ (mo. day yr.)

## SECTION II. CERTIFICATION OF GOVERNMENTAL APPROVAL OF NURSING PROGRAM

**INSTRUCTIONS TO THE LICENSING AUTHORITY.** Please complete and return this form **directly** to the Division of Professional Licensing Services. This form will not be accepted if returned by the candidate, or any other person(s), or agency other than the proper licensing authority.

The nursing program indicated above:

1. Was approved by this licensing authority at the time of attendance. ☐ Yes ☐ No
2. Was approved by this licensing authority at the time of graduation. ☐ Yes ☐ No
3. Was either a Practical Nursing program of at least nine months in length; *or* was a Professional Registered Nursing program of at least two years. ☐ Yes ☐ No
4. Was located within the United States or its territories. ☐ Yes ☐ No

If "no" to any of the above questions, please explain _____

**SECTION III: GOVERNMENTAL CERTIFICATION OF LICENSURE STATUS OF CANDIDATE.**

**INSTRUCTIONS TO GOVERNMENTAL LICENSING AUTHORITY:** Please complete this section if the candidate named on this form either is licensed in your jurisdiction as a licensed nurse or has entered the State Board Test Pool (SBTP) or the National Council Licensing Exam (NCLEX).

1. Was this candidate licensed by you? ☐ Yes ☐ No

2. *If "yes" above:* (a) License Number _____ (b) Date license was issued ☐☐☐☐☐☐ (mo. day yr.)

(c) Full Occupational Title on License: _____

(d) Name of candidate as it appears on license:

_____

(e) Basis of Licensure: ☐ Examination ☐ Endorsement ☐ Waiver of Examination ☐ Waiver of Education Requirement

(f) Did licensing of this candidate involve any special conditions? ☐ Yes* ☐ No

(g) Has disciplinary action been taken against this licensee? ☐ Yes* ☐ No

3. *If "no" to question 1 above:* Has this candidate been denied in your jurisdiction? ☐ Yes* ☐ No
* Please explain.

4. If not licensed, the candidate is eligible to enter, or reenter, the licensing examination in your jurisdiction. ☐ Yes ☐ No

**EXAMINATION SCORE(S) AND DATE)S)**
**REGISTERED PROFESSIONAL NURSING**

| Date | Series | Medical Nursing | Psychiatric Nursing | Obstetric Nursing | Surgical Nursing | Pediatric Nursing | NCLEX Exam Score |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |

**EXAMINATION SCORE(S) AND DATE)S)**
**LICENSED PRACTICAL NURSE**

| Exam Date Month Day Year | Series # | Standard Score |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

I hereby certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the nursing program and/or the license status and licensing examination results of the individual named on this form.

Signature .....

Title .....

SEAL Agency .....

Address .....

Date .....

88-7346

| FORM 3 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES
CULTURAL EDUCATION CENTER
ALBANY, NEW YORK 12230

# CERTIFICATION OF APPROVAL OF NURSING PROGRAM AND/OR LICENSE STATUS OR LICENSING EXAMINATION RESULTS

## CANDIDATE INSTRUCTIONS

1. **Complete Section I. Enter your name as it appears on your application Form 1.**
2. **Send this form to the appropriate state, province, or country, as instructed in the "Licensure Requirements." Be sure to include any fee required.**

## SECTION I: CANDIDATE INFORMATION

1. ☐☐☐ – ☐☐ – ☐☐☐☐ **Social Security Number**
2. ☐☐☐ **First 3 letters of Last Name**
3. **BIRTH DATE** ☐☐ ☐☐ ☐☐ (mo. day yr.)

(check only one)
☐ permanent address of record
☐ temporary mailing address*

* If temporary mailing address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS
Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State ZIP Code

6. If you entered a licensing examination in the United States, using a different name, enter that name below:

(LAST) (FIRST) (MIDDLE)

7. If licensed by examination in the United States give state or territory _____
Date license was issued ☐☐ ☐☐ ☐☐ (mo. day yr.) License Number _____

8. Name of school of nursing _____
Address _____

9. Date certificate or diploma in nursing was awarded or is expected to be awarded. ☐☐ ☐☐ ☐☐ (mo. day yr.)

## SECTION II. CERTIFICATION OF GOVERNMENTAL APPROVAL OF NURSING PROGRAM

**INSTRUCTIONS TO THE LICENSING AUTHORITY.** Please complete and return this form **directly** to the Division of Professional Licensing Services. This form will not be accepted if returned by the candidate, or any other person(s), or agency other than the proper licensing authority.

The nursing program indicated above:

1. Was approved by this licensing authority at the time of attendance. ☐ Yes ☐ No
2. Was approved by this licensing authority at the time of graduation. ☐ Yes ☐ No
3. Was either a Practical Nursing program of at least nine months in length; *or* was a Professional Registered Nursing program of at least two years. ☐ Yes ☐ No
4. Was located within the United States or its territories. ☐ Yes ☐ No

If "no" to any of the above questions, please explain _____

**SECTION III: GOVERNMENTAL CERTIFICATION OF LICENSURE STATUS OF CANDIDATE.**

**INSTRUCTIONS TO GOVERNMENTAL LICENSING AUTHORITY:** Please complete this section if the candidate named on this form either is licensed in your jurisdiction as a licensed nurse or has entered the State Board Test Pool (SBTP) or the National Council Licensing Exam (NCLEX).

1. Was this candidate licensed by you? ☐ Yes ☐ No
2. *If "yes" above:* (a) License Number _____ (b) Date license was issued ☐☐☐☐☐☐ (mo. day yr.)

(c) Full Occupational Title on License: _____

(d) Name of candidate as it appears on license:

_____

(e) Basis of Licensure: ☐ Examination ☐ Waiver of Examination ☐ Endorsement ☐ Waiver of Education Requirement

(f) Did licensing of this candidate involve any special conditions? ☐ Yes* ☐ No

(g) Has disciplinary action been taken against this licensee? ☐ Yes* ☐ No

3. *If "no" to question 1 above:* Has this candidate been denied in your jurisdiction? ☐ Yes* ☐ No
   * Please explain.
4. If not licensed, the candidate is eligible to enter, or reenter, the licensing examination in your jurisdiction. ☐ Yes ☐ No

**EXAMINATION SCORE(S) AND DATE)S)**
**REGISTERED PROFESSIONAL NURSING**

| Date | Series | Medical Nursing | Psychiatric Nursing | Obstetric Nursing | Surgical Nursing | Pediatric Nursing | NCLEX Exam Score |
|---|---|---|---|---|---|---|---|
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| | | | | | | | |

**EXAMINATION SCORE(S) AND DATE)S)**
**LICENSED PRACTICAL NURSE**

| Exam Date Month Day Year | Series # | Standard Score |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

I hereby certify that to the best of my knowledge and belief the foregoing is a true statement of the record of the nursing program and/or the license status and licensing examination results of the individual named on this form.

Signature .....

Title .....

SEAL

Agency .....

Address .....

Date .....

88-7346

| FORM 4 |
| --- |
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES

# CERTIFICATION OF PROFESSIONAL EXPERIENCE

TO THE CANDIDATE: Please complete Section I below and forward this to your employer or former employer. A separate certification must be completed by each employer claimed for experience.

SECTION I: CANDIDATE INFORMATION

NAME: _____

BIRTH DATE: ☐☐☐☐☐☐ (mo. day yr.)

LICENSURE DATE: ☐☐☐☐☐☐ (mo. day yr.)

SOCIAL SECURITY NUMBER: ☐☐☐-☐☐-☐☐☐☐

ADDRESS: _____

_____

_____

_____

EMPLOYED AS: ☐ REGISTERED PROFESSIONAL NURSE ☐ LICENSED PRACTICAL NURSE

EMPLOYER: _____

ADDRESS: _____

_____

_____

_____

Dates of Professional Employment: From _____ to _____

Full time _____; Part time _____; Total hours per week _____.

A. Total number of months experience as a Registered Professional Nurse with this employer: _____

B. Total number of months experience as a Licensed Practical Nurse with this employer: _____

## INSTRUCTIONS FOR FACILITY OR AGENCY REPRESENTATIVE FOR COMPLETING SECTION II

The person whose name appears on the reverse side of this form is applying for license as a nurse in New York State. Because this person was licensed as a nurse in another state by an examination that was not satisfactory to the New York State Board for Nursing, and in accordance with the Regulations of the Commissioner of Education, the candidate must present evidence of having completed not less than five (5) years of satisfactory experience as a nurse preceding the application for licensure in New York State and subsequent to licensure in the other jurisdiction.

**After verifying that the information submitted by the candidate on Section I of the reverse side is accurate, please complete the information in Section II, and mail directly to:**

**Nursing Section**
**Division of Professional Licensing Services**
**New York State Education Department**
**Cultural Education Center**
**Albany, New York 12230**

SECTION II: Employer Certification

Under penalty of perjury, I declare and affirm that, according to our records, the information provided by the candidate in Section I of this certification is correct.

| Name of Employer Representative (please type or print) | Title |
|---|---|
| Signature | Date |

88-7346

| FORM 5 |
|---|
| Check One Box |
| ☐ REGISTERED PROFESSIONAL NURSE |
| ☐ LICENSED PRACTICAL NURSE |

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
DIVISION OF PROFESSIONAL LICENSING SERVICES

# APPLICATION FOR LIMITED PERMIT

To Be Completed By Candidate
Please print or type

**Department Use Only**

| | | | |
|---|---|---|---|
| ☐ | 22 | ☐ | 10 |
| ☐ | | 30 | PR |
| ☐ | | 145 | LX |
| ☐ | | 105 | ER |
| ☐ | | 145 | LX |
| ☐ | | 105 | ER |

Approved
Rejected _____
Date _____
Permit No. _____
Issued _____
Expires _____

1. ___-___-____ Social Security Number
2. ___ First 3 letters of Last Name
3. BIRTH DATE ___ mo. ___ day ___ yr

4. PRINT FULL NAME EXACTLY AS YOU WISH IT TO APPEAR ON YOUR LICENSE, IF DETERMINED ELIGIBLE. (IMPORTANT: A request that contains only initials and the surname cannot be honored.)

Last
First
Middle

5. ADDRESS (check only one) ☐ permanent address of record ☐ temporary mailing address*

* If temporary address has been provided, please also note special instructions about temporary mailing addresses contained in "Licensure Requirements."

Care of
Misc. (Bldg. & Apt., etc.)
Street
City
State ZIP Code

6. TELEPHONE
At home ___ area code ___ number
At work ___ area code ___ number

7. Are you licensed in another jurisdiction? ☐ Yes ☐ No
   - If "NO," have you ever failed the RN licensing examination? ☐ Yes ☐ No
   - If "NO," have you ever failed the PN licensing examination? ☐ Yes ☐ No
8. I will have more than one employer. ☐
9. Nursing school attended _____
   _____ Date completed _____

• DO NOT STAPLE •

ATTACH PHOTOGRAPH NOT MORE THAN ONE YEAR OLD SECURELY IN THIS SPACE

Write signature on light portion of photograph not across features

Under penalties of perjury, I declare and affirm that the statements made in the foregoing application are true, complete and correct. Any false or misleading information in, or in connection with, any application may be cause for denial of permit and licensure.

**CAUTION: ONCE LIMITED PERMITS ARE ISSUED, THEY MAY NOT BE ADJUSTED. YOU SHOULD BE CERTAIN YOU ARE READY TO BEGIN EMPLOYMENT WHEN YOU APPLY FOR THE LIMITED PERMIT.**

_____ Signature of Candidate

_____ Date of Photograph

_____ Date

December 1988

**SECTION I: INSTRUCTIONS TO THE CANDIDATE**

1. A candidate, after submitting an application for a license as a nurse in New York State, may file an application for a limited permit to practice pending receipt of the license. A limited permit authorizes practice as a nurse under the supervision of a professional nurse currently registered in New York State and with the endorsement of the employing agency. When applying for a limited permit, it is the candidate's responsibility to ensure that the prospective employer fully completes The Certification of Employment, Section III.
2. Submit this application and a $30.00 fee (check or money order made payable to the State Education Department) to the Fee Section, Division of Professional Licensing Services, Cultural Education Center, Albany, New York 12230. Allow 30 days for processing of your permit application. Permit application cannot be approved until all required documents have been received. The candidate may not begin working until limited permit is issued.*
3. If a permittee changes employment after a permit is issued, the permittee must obtain a new permit. The new permit is obtained by having the prospective employer complete the section on the back of the original permit the permittee holds and returning the copy to the Division of Professional Licensing Services. A fee is not required for a new permit issued as a result of a change in employment.

**SECTION II: INSTRUCTIONS TO THE EMPLOYER**
**(PROCESSING TIME FOR LIMITED PERMITS IS APPROXIMATELY 30 DAYS)**

1. By completing the information below, the employer is certifying that the permittee will be employed under the supervision of a professional nurse who is registered in New York State and that the employer agrees to abide by the conditions stipulated on the permit.
2. A limited permit shall expire one year from the date of issuance or upon notice to the candidate by the Department that the application for licensure has been denied, or ten days after notification to the candidate of failure on the professional licensing examination, which ever shall first occur.
3. If employing agency is other than a hospital, give the name and license number of the currently registered supervising RN. (See Section III, No. 5)
4. The candidate may not be employed until the limited permit is issued.*

---

**SECTION III: CERTIFICATION OF SUPERVISION — (TO BE COMPLETED BY EMPLOYING OFFICER)**

1. Permittee's Name _____ 2. To Be Employed As: ☐ RN ☐ PN

3. Employing Agency (Enter Full Name — No Initials):

_____

Street _____

City _____ State _____ Zip Code _____

4. Telephone Number: Area Code _____ Number _____

5. If practice site is different from employing agency, give address:

Name _____

Street _____

City _____

6. Supervising Nurse _____ N. Y. License No. _____

7. Director of Nursing or Appointed Designee: _____
(NAME)

**UNDER PENALTY OF PERJURY, I DECLARE THAT THE STATEMENTS MADE IN THE FOREGOING CERTIFICATION ARE TRUE, COMPLETE AND CORRECT. ANY FALSE OR MISLEADING INFORMATION IN, OR IN CONNECTION WITH THIS CERTIFICATION MAY BE CAUSE FOR DENIAL OF PERMIT AND LICENSURE.**

Signature _____

Title _____ Date _____

If applicant requests more than one employer, a separate certification must be completed by each employing agency. (Only one limited permit fee is required).

---

* **EXCEPTION:** The law states that graduates of New York State nursing education programs may be employed to practice under the supervision of a professional nurse for ninety days immediately following graduation and pending receipt of a limited permit for which an application has been filed. The new graduate may be employed for a maximum of ninety days during the time the application is being processed. The permittee must submit the employer's copy to the employer as soon as it is received.

88-7346

(e) makes any claim relating to professional services or products or the cost or price therefor which cannot be substantiated by the licensee, who shall have the burden of proof;

(f) makes claims of professional superiority which cannot be substantiated by the licensee, who shall have the burden of proof;

(g) offers bonuses or inducements in any form other than a discount or reduction in an established fee or price for a professional service or product;

(ii) The following shall be deemed appropriate means of informing the public of the availability of professional services:

(a) informational advertising not contrary to the foregoing prohibitions; and

(b) the advertising in a newspaper, periodical or professional directory or on radio or television of fixed prices, or a stated range of prices, for specified routine professional services, provided that there is an additional charge for related services which are an integral part of the overall service being provided by the licensee and the advertisement shall so state, and provided further that the advertisement indicates the period of time for which the advertised prices shall be in effect;

(iii) (a) all licensees placing advertisements shall maintain, or cause to be maintained, an exact copy of each advertisement, transcript, or videotape thereof as appropriate for the medium used, for a period of one year after its last appearance. This copy shall be made available for inspection upon demand of the Education Department or in the case of physicians, physician's and specialist's assistants, the Department of Health;

(b) a licensee shall not compensate or give anything of value to representatives of the press, radio, television or other communications media in anticipation of or in return for professional publicity in a news item;

(iv) No demonstrations, dramatizations or other portrayals of professional practice shall be permitted in advertising on radio or television;

(13) failing to respond within 30 days to written communications from the Education Department or the Department of Health and to make available any relevant records with respect to an inquiry or complaint about the licensee's unprofessional conduct. The period of 30 days shall commence on the date when such communication was delivered personally to the licensee. If the communication is sent from either department by registered or certified mail, with return receipt requested, to the address appearing in the last registration the period of 30 days shall commence on the date of delivery to the licensee, as indicated by the return receipt.

(14) violating any term of probation or condition or limitation imposed on the licensee by the Board of Regents pursuant to Education Law section 6511.

## REGENT'S RULES ON UNPROFESSIONAL CONDUCT
## Section 29.2
## GENERAL PROVISIONS FOR HEALTH PROFESSIONS

(a) Unprofessional conduct shall also include, in the professions of:

| | |
|---|---|
| medicine | ophthalmic dispensing |
| acupuncture | psychology |
| physical therapy | social work |
| physician's assistant | massage |
| specialist's assistant | occupational therapy |
| chiropractic | speech-language pathology |
| dentistry | audiology |
| dental hygiene | nursing |
| pharmacy | (registered professional |
| podiatry | nurse, licensed practical |
| optometry | nurse): |

(1) abandoning or neglecting a patient or client under and in need of immediate professional care, without making reasonable arrangements for the continuation of such care, or abandoning a professional employment by a group practice, hospital, clinic or other health care facility, without reasonable notice and under circumstances which seriously impair the delivery of professional care to patients or clients;

(2) willfully harassing, abusing or intimidating a patient either physically or verbally;

(3) failing to maintain a record for each patient which accurately reflects the evaluation and treatment of the patient. Unless otherwise provided by law, all patient records must be retained for at least six years. Obstetrical records and records of minor patients must be retained for at least six years, and until one year after the minor patient reaches the age of 21 years;

(4) using the word "Doctor" in offering to perform professional services without also including the profession in which the licensee holds a doctorate;

(5) failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional;

(6) guaranteeing that satisfaction or a cure will result from the performance of professional services;

(7) ordering of excessive tests, treatment, or use of treatment facilities not warranted by the condition of the patient;

(8) claiming or using any secret or special method of treatment which the licensee refuses to divulge to the State Board for the profession;

(9) failing to wear an identifying badge, which shall be conspicuously displayed and legible, indicating the practitioner's name and professional title authorized pursuant to the Education Law, while practicing as an employee or operator of a hospital, clinic, group practice or multiprofessional facility, or at a commercial establishment offering health services to the public;

(10) entering into an arrangement with the pharmacy for the compounding and/or dispensing of coded or specially marked prescriptions;

(11) with respect to all professional practices conducted under an assumed name, other than facilities licensed pursuant to article 28 of the Public Health Law or article 13 of the Mental Hygiene Law, failing to post conspicuously at the site of such practice the names and licensure field of all of the principal professional licensees engaged in practice at that site (i.e., principal partners, officers or principal shareholders).

(b) Unprofessional conduct shall also include, in those professions specified in section 18 of the Public Health Law and in the professions of acupuncture and massage, failing to provide access by qualified persons to patient information in accordance with the standards set forth in section 18 of the Public Health Law. In the professions of acupuncture and massage, qualified persons may appeal the denial of access to patient information in the manner set forth in section 18 of the Public Health Law to a record access committee appointed by the executive secretary of the appropriate State Board. Such record access review committees shall consist of not less than three nor more than five members of the appropriate State Board.

**PROGRAMS OF PROFESSIONAL NURSING REGISTERED BY THE**

**STATE EDUCATION DEPARTMENT**

**OFFICE OF THE PROFESSIONS**

**ASSOCIATE**

**BACCALAUREATE**

**MASTER'S**

**DOCTORAL**

**DIPLOMA**

**NURSE PRACTITIONER PROGRAMS**

**Non-Credit Certificate Programs for Foreign Nurse Graduates**

List of counties in the eight Higher Education Planning Regions of New York State (Approved by the Board of Regents - January 1976)

1. **Western Region**

   Allegany
   Cattaraugus
   Chautauqua
   Erie
   Niagara
   Wyoming

2. **Genesee Valley Region**

   Chemung
   Genesee
   Livingston
   Monroe
   Ontario
   Orleans
   Schuyler
   Seneca
   Steuben
   Wayne
   Yates

3. **Central Region**

   Broome
   Cayuga
   Chenango
   Cortland
   Delaware
   Madison
   Onondaga
   Oswego
   Otsego
   Tioga
   Tompkins

5. **Northeast Region**

   Albany
   Clinton
   Columbia
   Essex
   Fulton
   Greene
   Hamilton
   Herkimer
   Montgomery
   Oneida
   Rensselaer
   Saratoga
   Schenectady
   Schoharie
   Warren
   Washington

6. **Mid-Hudson Region**

   Dutchess
   Orange
   Putnam
   Rockland
   Sullivan
   Ulster
   Westchester

7. **Metropolitan**

   Bronx
   Kings
   New York
   Queens
   Richmond

4. **Northern Region**

Franklin
Jefferson
Lewis
St. Lawrence

8. **Long Island Region**

Nassau
Suffolk

**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Key to Symbols:

1. Admits only Licensed Practical Nurses.
2. Day and Evening Formats.
3. Admits only graduates of registered nursing programs.
4. School Closing (not admitting students).
5. Accelerated RN/BS/MS Program

* NLN Accredited as of 1/1/88

Nursing Programs in New York State Registered by the Office of the Professions and Leading to an Associate Degree

**WESTERN REGION**

| | |
|---|---|
| * Erie Community College, North Campus<br>Main & Youngs Road, Buffalo 14221<br>(Tel. 716-634-0800 Ext. 355) | Mrs. Theresa Myers<br>Head, Nursing Department |
| * Erie Community College - City Campus<br>Ellicott & Swan Street, Buffalo 14203<br>(Tel. 716-842-2770) | Ms. Marilyn Johnson<br>Head, Nursing Department |
| * Jamestown Community College<br>525 Falconer Street, Jamestown 14701<br>(Tel. 716-665-5220 Ext. 294) | Ms. Judith Cordia<br>Chairperson, Division of Nursing |
| * Niagara County Community College<br>3111 Saunders Settlement Road, Sanborn 14132<br>(Tel. 716-731-3271 Ext. 297) | Mrs. Catherine Peuquet<br>Chairperson, Nursing Education Department |
| Sisters of Charity Hospital<br>2157 Main Street, Buffalo 14214<br>(Tel. 716-862-2772) | Sister Margaret Ahl<br>Director, School of Nursing |
| State University of New York | |
| * College of Technology at Alfred<br>Box 806, Alfred 14802<br>(Tel. 607-587-3695) | Mrs. Marilyn Lusk<br>Chairman, Department of Nursing |
| 2* Trocaire College<br>110 Red Jacket Parkway, Buffalo 14220<br>(Tel. 716-826-1200 Ext. 242) | Sr. Mary Ernestine Downey<br>Dean of Health Sciences |

## GENESEE VALLEY REGION

| | | |
|---|---|---|
| * | Community College of The Finger Lakes<br>Lincoln Hill, Canandaigua 14424<br>(Tel. 716-394-3500 Ext. 343) | Ms. Marilyn D. Hurlbutt<br>Chairperson, Department of Nursing |
| * | Corning Community College<br>Spencer Hill Road, Corning 14830<br>(Tel. 607-962-9241) | Dr. Anita B. Ogden<br>Chairperson, Division of Nursing Education |
| * | Genesee Community College<br>1 College Road, Batavia 14020<br>(Tel. 716-343-0055 Ext. 367) | Ms. Donna Leney<br>Director, Nursing Program |
| * | Monroe Community College<br>1000 E. Henrietta Road, Rochester 14623<br>(Tel. 716-424-5200 Ext. 5114) | Ms. Helene S. Charron<br>Chairperson, Department of Nursing |

## CENTRAL REGION

| | | |
|---|---|---|
| * | Broome Community College<br>Upper Front Street, Binghamton 13902<br>(Tel. 607-771-5059, 5060) | Ms. Janet Wright<br>Chairperson, Department of Nursing |
| * | Cayuga County Community College<br>Auburn 13021<br>(Tel. 315-255-1743 Ext. 250) | Mrs. Stella White<br>Chairperson, Department of Nursing |
| 4 | Cazenovia College<br>Cazenovia 13035<br>(Tel. 315-655-9446 Ext. 228 | Ms. Margaret Argentine<br>Director, Nursing Program |
| * | Onondaga Community College<br>Onondaga Hill, Syracuse 13215<br>(Tel. 315-469-7741 Ext. 360) | Ms. Delores Mauro<br>Dean of Health and Community Professions |
| * | St. Joseph's Hospital Health Center<br>School of Nursing<br>206 Prospect Ave.<br>Syracuse 13210<br>(Tel. 315-424-5046) | Sister Geraldine DeLuca<br>Director, Nursing Education |

State University of New York

| | | |
|---|---|---|
| 1 | College of Technology<br>at Delhi, Delhi 13753<br>(Tel. 607-746-4272) | Ms. Mary Jane Giarrusso<br>Program Director |
| * | College of Technology<br>at Morrisville, Morrisville 13408<br>(Tel. 315-684-6049) | Ms. Lois Sayles Woods<br>Chairperson, Department of Nursing |

* Tompkins-Cortland Community College
170 North Street, Dryden 13053
(Tel. 607-844-8211 Ext. 376)

Mrs. Jacqueline E. Perley
Division Head, Nursing and
Allied Health

**NORTHERN REGION**

* Jefferson Community College
P.O. Box 473, Watertown 13601
(Tel. 315-782-5250 Ext. 321)

Mrs. Leah Mae Carlisle
Chairperson, Department of Nursing

State University of New York

| | | |
|---|---|---|
| * | College of Technology<br>at Canton, Park Street, Canton 13617<br>(Tel. 315-386-7329) | Miss Mary Leary<br>Chairperson, Department of Nursing |

**NORTHEAST REGION**

| | | |
|---|---|---|
| 2 | Adirondack Community College<br>Bay Road, Glens Falls 12801<br>(Tel. 518-793-4491 Ext. 662) | Mrs. Annette Minnick<br>Chairperson, Department of Nursing |
| | Clinton Community College<br>Plattsburgh 12901<br>(Tel. 518-561-6650 Ext. 367) | Mrs. Agnes Pearl<br>Associate Dean<br>Department of Nursing |
| | Columbia-Greene Community College<br>Box 1000, Hudson 12534-0327<br>(Tel. 518-828-4181) | Mrs. Joan Tompkins<br>Chair person, Division of Nursing |
| | Fulton-Montgomery Community College<br>Rte. 67, Johnstown 12095<br>(Tel. 518-762-4651 Ext. 300) | Mrs. Theresa Becker<br>Director, Nursing Education |
| 2* | Hudson Valley Community College<br>80 Vandenburg Avenue, Troy 12180<br>(Tel. 518-270-7469) | Miss Patricia A. Beck<br>Chairperson, Department of Nursing |
| 2* | Junior College of Albany<br>140 New Scotland Avenue, Albany 12208<br>(Tel. 518-445-1734) | Ms. Joan Maguire<br>Chairwoman, Division of Nursing |
| 2* | Maria College<br>700 New Scotland Avenue, Albany 12208<br>(Tel. 518-489-7436) | Mrs. Esther K. McEvoy<br>Coordinator of Nursing Program |
| * | Mohawk Valley Community College<br>1101 Sherman Drive, Utica 13501<br>(Tel. 315-792-5375) | Ms. Nancy J. Green<br>Head, Department of Nursing |
| 1 | North Country Community College<br>20 Winona Avenue, Saranac Lake 12983<br>(Tel. 518-891-2915) | Ms. Barbara Rexilius<br>Chairperson, Nursing |
| | St. Elizabeth's Hospital<br>2215 Genesee Street, Utica 13501<br>(Tel. 315-798-8125) | Sister Walter Marie, Director<br>School of Nursing |

| | | |
|---|---|---|
| * | University of the State of New York<br>Regents College Degrees<br>Cultural Education Center, Room 5D-45<br>Albany, 12230<br>(Tel. 518-473-8957) | Dr. Carrie B. Lenburg<br>Program Coordinator |

**MID-HUDSON REGION**

| | | |
|---|---|---|
| | Cochran School of Nursing<br>(St. John's Riverside Hospital)<br>967 North Broadway, Yonkers 10701<br>(Tel. 914-964-4354) | Mrs. Karen Chapman<br>Director of Nursing |
| 2* | Dutchess Community College<br>Pendell Road, Poughkeepsie 12601<br>(Tel. 914-471-4500 Ext. 327) | Ms. Edna Gardenier<br>Chairperson, Nursing Program |
| 1,2 | Elizabeth Seton College<br>1061 North Broadway, Yonkers 10701<br>(Tel. 914-969-4000 Ext. 288) | Ms. Audree Spatz<br>Director, Nursing Program |
| * | Orange County Community College<br>115 South Street, Middletown 10940<br>(Tel. 914-343-1121 Ext. 2170) | Dr. Joan Kaiser<br>Chairperson, Department of Nursing |
| * | Pace University<br>Lienhard School of Nursing<br>861 Bedford Road, Pleasantville 10570<br>(Tel. 914-741-3341) | Dr. Marilyn Jaffe-Ruiz, Dean<br>Lienhard School of Nursing |
| * | Rockland Community College<br>145 College Road, Suffern 10901<br>(Tel. 914-356-4650 Ext. 777) | Dr. Frances D. Monahan<br>Chair, Department of Nursing |
| | Sullivan County Community College<br>Loch Sheldrake 12759<br>(Tel. 914-434-5750) | Dr. Seta Shahen<br>Chairperson, Department of Nursing |
| | Ulster County Community College<br>Stone Ridge 12484<br>(Tel. 914-687-7621 Ext. 267) | Ms. Joan C. Gilbert<br>Chairman, Nursing Division |
| | Westchester Community College<br>First Ave. at 16th Street<br>(Tel. 914-285-6885) | Ms. Marie Cahill<br>Chairperson, Department of Nursing |

**METROPOLITAN REGION**

| | | |
|---|---|---|
| * | Phillips Beth Israel Medical Center<br>10 Nathan D. Perlman Place<br>New York City 10003<br>(Tel. 212-420-2711) | Mrs. Rose M. Hauer<br>Dean, School of Nursing |

| | | |
|---|---|---|
| | Catholic Medical Center of<br>Brooklyn-Queens, Inc.<br>88-25 153rd Street, Jamaica 11432<br>(Tel. 718-849-1200 Ext. 520,521) | Sr. Marilyn Hartmann, C.S.J.<br>Director, School of Nursing |
| | City University of New York | |
| * | Borough of Manhattan Community College<br>199 Chambers Street, Rm. 5786<br>New York City 10019<br>(Tel. 212-618-1555) | Mr. Aubrey Robinson<br>Chairperson, Department of Nursing |
| * | Bronx Community College<br>181 St. & University Avenue, Bronx 10453<br>(Tel. 212-220-6114) | Dr. Alice P. Fuller<br>Chairperson, Department of Nursing |
| | Hostos Community College<br>475 Grand Concourse, Bronx 10451<br>(Tel. 212-960-1161) | Dr. M. Alisan Bennett<br>Chairperson, Department of Nursing |
| * | Kingsborough Community College<br>Oriental Blvd., Manhattan Beach<br>Brooklyn 11235<br>(Tel. 718-934-5523) | Ms. Catherine Carr<br>Chairperson, Department of Nursing |
| * | LaGuardia Community College<br>31-10 Thomson Avenue<br>Long Island City 11101<br>(718-482-5000) | Ms. Margaret Kinsella<br>Director of Nursing |
| * | New York City Technical College<br>300 Jay Street, Brooklyn 11201<br>(Tel. 718-643-3308) | Mrs. Joan Mihich<br>Chairperson, Department of Nursing |
| * | Queensborough Community College<br>56th Avenue & Springfield Blvd.<br>Bayside 11364<br>(Tel. 718-631-6362) | Ms. Patricia D. Irons<br>Chairperson, Department of Nursing |
| * | The College of Staten Island<br>715 Ocean Terrace, Staten Island 10301<br>(Tel. 718-390-7516) | Dr. Louise Malarkey<br>Chairperson, Department of Nursing |
| 1 | Elizabeth Seton College<br>St. Michael's High School<br>425 West 33rd Street, New York, NY 10001<br>(Tel. 212-714-9444) | Ms. Audree Spatz<br>Director, Nursing Programs |
| 1* | Helene Fuld School of Nursing of the<br>Joint Diseases North General Hospital<br>1919 Madison Avenue, New York City 10035<br>(Tel. 212-650-4454, 4455) | Dr. Margaret Wines<br>Director and Dean, School<br>of Nursing |

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|---|---|---|
| | Interfaith Medical Center<br>567 Prospect Place, Brooklyn 11238<br>(Tel. 718-935-7900) | Ms. Cynthia Chesner<br>Dean, School of Nursing |
| 2* | The Long Island College Hospital<br>School of Nursing<br>397 Hicks Street, Brooklyn 11201<br>(Tel. 718-780-1096) | Mrs. Barbara Grutter<br>Dean, School of Nursing |
| 1 | The Presbyterian Hospital in the<br>City of New York<br>617 West 168th Street, New York City 10032<br>(Tel. 212-305-2749) | Mrs. Joan Kney<br>Director, Edna McConnell Clark,<br>School of Nursing |

**LONG ISLAND REGION**

| | | |
|---|---|---|
| * | Nassau Community College<br>Stewart Avenue, Garden City 11530<br>(Tel. 516-222-7234, 7235) | Ms. Ann Christian<br>Chairman, Department of Nursing |
| | State University of New York | |
| 2* | College of Technology<br>at Farmingdale, Melville Road<br>Farmingdale 11735<br>(Tel. 516-420-2229) | Ms. Carol R. Marcus<br>Chairperson, Department of Nursing |
| * | Suffolk County Community College<br>Western Campus<br>Crooked Hill Road, Brentwood 11717<br>(Tel. 516-434-6752) | Ms. Mary A. Crosley<br>Coordinator, Department of Nursing |
| 2* | Suffolk County Community College<br>533 College Road, Seldon 11784<br>(Tel. 516-451-4265) | Ms. Eileen Specht<br>Department Head, Nursing |

**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Baccalaureate Degree Programs in Nursing in New York State
Registered by the Office of the Professions

**WESTERN REGION**

| | | |
|---|---|---|
| * | Alfred University<br>Box 517, Alfred 14802<br>(Tel. 607-871-2181) | Dr. Joella M. Rand<br>Dean, College of Nursing |
| 3* | Daemen College<br>4380 Main Street, Amherst 14226<br>(Tel. 716-839-3600, Ext. 387) | Dr. Mary Lou Rusin<br>Director, Program of Nursing |
| * | D'Youville College<br>585 Prospect Avenue, Buffalo 14213<br>(Tel. 716-881-7613, Ext. 213) | Dr. Marjorie Stanton<br>Chairperson, Division of Nursing |
| * | Niagara University College of Nursing<br>Niagara University 14109<br>(Tel. 716-285-1212, Ext. 350) | Dr. Elizabeth Burns<br>Dean, College of Nursing |
| | State University of New York | |
| * | SUNY at Buffalo<br>1010 Kimball Tower, Buffalo 14214<br>(Tel. 716-831-2533) | Dr. Bonnie Bullough<br>Dean, School of Nursing |

**GENESEE VALLEY REGION**

| | | |
|---|---|---|
| 3* | Elmira College<br>Elmira 14901<br>(Tel. 607-734-3911, Ext. 377) | Dr. Helen I. Pranzatelli<br>Director, Nursing Education |
| * | Keuka College<br>Keuka Park 14478<br>(Tel. 315-536-4411, Ext. 273) | Ms. Barbara Theobald, Interim<br>Divisional Chairman, and<br>Director of Nursing Program |
| 3* | Nazareth College<br>4245 East Avenue, Rochester 14610<br>(Tel. 716-586-2525, Ext. 597) | Dr. Carol Kenyon<br>Chairman, Department of Nursing |
| * | Roberts Wesleyan College<br>2301 Westside Drive, Rochester 14624<br>(Tel. 716-594-9471, Ext. 128) | Ms. Susanne Mohnkern, Acting<br>Chairperson, Division of Nursing |

State University of New York

| | | |
|---|---|---|
| * | SU College at Brockport<br>Brockport 14420<br>(Tel. 716-395-2355) | Dr. Kathryn Wood, Acting<br>Chairperson, Nursing Department |
| 5* | University of Rochester<br>601 Elmwood Avenue, Rochester 14642<br>(Tel. 716-275-8842) | Dr. Sheila Ryan<br>Dean and Director of Nursing |

**CENTRAL REGION**

| | | |
|---|---|---|
| * | Hartwick College<br>Oneonta 13820<br>(Tel. 607-432-4200, Ext. 359) | Mrs. Edna P. Saxton<br>Chair, Department of Nursing |

State University of New York

| | | |
|---|---|---|
| * | SUNY at Binghamton<br>Vestal Parkway, Binghamton 13901<br>(Tel. 607-777-4954) | Dr. Mary Collins<br>Dean, School of Nursing |
| 5 | SUNY Health Science Center<br>750 East Adams Street<br>Syracuse 13210<br>(Tel. 315-473-4276) | Dr. M. Janice Nelson<br>Dean, Nursing Education |
| * | Syracuse University<br>426 Ostrom Avenue, Syracuse 13210<br>(Tel. 315-423-2141) | Dr. Cecelia Taylor, Interim<br>Dean, School of Nursing |

**NORTHEAST REGION**

| | | |
|---|---|---|
| * | Russell Sage College<br>45 Ferry Street, Troy 12180<br>(Tel. 518-270-2231) | Dr. Elizabeth Mahoney<br>Chairperson, Department of Nursing |

State University of New York

| | | |
|---|---|---|
| * | SU College at Plattsburgh<br>Beekman Street, Plattsburgh 12901<br>(Tel. 518-564-3124) | Dr. Jeanette C. Coleman<br>Chairperson, Department of Nursing |
| 3* | SUNY College of Technology at Utica/Rome<br>P.O. Box 3050, Utica 13504-3050<br>(Tel. 315-792-7295) | Dr. Ellen P. Coher, Associate<br>Dean and Director of Nursing |

| | | |
|---|---|---|
| * | University of the State of New York<br>Regents College Degrees<br>Cultural Education Center, Room 5D-45<br>Albany, New York 12230<br>(Tel. 518-473-8957) | Dr. Carrie B. Lenburg<br>Program Coordinator |
| | Utica College of Syracuse University<br>Burrstone Road, Utica 13502<br>(Tel. 315-792-3059) | Ms. Joan Murphy<br>Director of Nursing |

**MID-HUDSON REGION**

| | | |
|---|---|---|
| * | College of New Rochelle<br>New Rochelle 10805<br>(Tel. 914-632-5300, Ext. 440) | Dr. Connie Vance<br>Dean, School of Nursing |
| 3* | Dominican College of Blauvelt<br>Orangeburg 10962<br>(Tel. 914-359-9556) | Dr. Geraldine Brown Mosley<br>Director, Division of Nursing |
| 3, 5* | Pace University<br>861 Bedford Road, Pleasantville 10570<br>(Tel. 914-741-3341) | Dr. Marilyn Jaffe-Ruiz<br>Dean, Lienhard School of Nursing |
| 3* | Mercy College<br>555 Broadway, Dobbs Ferry 10522<br>(Tel. 914-693-4500, Ext. 380) | Dr. Jessie Mae Pepper<br>Chairperson, Department of Nursing |
| * | Mount Saint Mary College<br>Liberty Street, Newburgh 12550<br>(Tel. 914-561-0800, Ext. 140) | Sr. Leona DeBoer<br>Chairperson, Division of Nursing |

State University of New York

| | | |
|---|---|---|
| 3* | SU College at New Paltz<br>New Paltz 12561<br>(Tel. 914-257-2062) | Dr. Margaret Stacklum<br>Chairperson, Department of Nursing |

**METROPOLITAN REGION**

City University of New York

| | | |
|---|---|---|
| * | The City College School of Nursing<br>138th St. at Convent Avenue, New York 10031<br>(Tel. 212-690-8292) | Dr. Edna L. Neumann<br>Dean, School of Nursing |

| | | |
|---|---|---|
| * | Herbert H. Lehman College<br>Bedford Park Boulevard, Bronx 10468<br>(Tel. 212-960-8214) | Dr. Rosanne Wille, Professor and Chair, Department of Nursing |
| * | Hunter College-Bellevue School of Nursing<br>695 Park Avenue, New York City 10021<br>(Tel. 212-481-7557) | Dr. Evelynn C. Gioiella<br>Dean, Department of Nursing |
| 3* | Medgar Evers College<br>1150 Carroll Street, Brooklyn 11225<br>(Tel. 718-735-1931) | Dr. Bertie M. Gilmore<br>Chairperson, Division of Health Sciences and Director of Nursing Program |
| 3* | The College of Staten Island<br>715 Ocean Terrace, Staten Island 10301<br>(Tel. 718-390-7516) | Dr. Louise Malarkey<br>Chairperson, Department of Nursing |
| 3 | York College<br>150-14 Jamaica Avenue, Jamaica 11451<br>(Tel. 718-262-2000) | Dr. Pearl S. Bailey<br>Director, Department of Nursing |
| * | College of Mount Saint Vincent<br>Riverdale 10471<br>(Tel. 212-549-8000, Ext. 326) | Dr. Mary Guiffra<br>Director, Department of Nursing |
| 5* | Columbia University,School of Nursing,<br>630 West 168th Street, New York City 10032<br>(Tel. 212-694-3582) | Dr. Mary Mundinger, Acting<br>Dean, School of Nursing |
| * | Long Island University<br>Brooklyn Campus<br>University Plaza, Brooklyn 11201<br>(Tel. 718-403-1059) | Dr. Joan Walsh<br>Director, Division of Nursing |
| * | New York University, Division of Nursing<br>Washington Square, New York City 10003<br>(Tel. 212-998-5300) | Dr. Diane McGivern<br>Head, Division of Nursing |
| 3* | Pace University<br>Pace Plaza, New York 10038<br>(Tel. 212-488-1200) | Dr. Marilyn Jaffe-Ruiz<br>Dean, Lienhard School of Nursing |
| 3 | St. Joseph's College-Main Campus<br>245 Clinton Avenue, Brooklyn 11205<br>(Tel. 718-622-4690) | Dr. Audrey Conley<br>Dean, School of Nursing |
| | State University of New York | |
| * | Health Science Center<br>450 Clarkson Avenue, Brooklyn 11203<br>(Tel. 212-270-2883) | Dr. Rita Wieczorek<br>Dean, College of Nursing |

| | | |
|---|---|---|
| * | Wagner College<br>631 Howard Avenue, Staten Island 10301<br>(Tel. 212-390-3436) | Dr. Annmarie C. Sortino<br>Chairman, Department of Nursing |

**LONG ISLAND REGION**

| | | |
|---|---|---|
| 3, 5* | Adelphi University<br>Garden City, Long Island 11530<br>(Tel. 516-294-8700 Ext. 7470) | Dr. Jacqueline Rose Hott, Acting<br>Dean, School of Nursing |
| 3* | Long Island University, C.W. Post<br>Greenvale 11548<br>(Tel. 516-299-2320, 2337) | Dr. Esther Siegel<br>Chairperson, Department of Nursing |
| * | Molloy College<br>1000 Hempstead Avenue<br>Rockville Centre 11570<br>(Tel. 516-678-5000, Ext. 257) | Dr. Rose Ann Naughton<br>Chairperson, Department of Nursing |
| 3 | St. Joseph's College-Suffolk Campus<br>155 Roe Blvd., Patchogue, NY 11772<br>(Tel. 516-654-3200) | Dr. Audrey Conley<br>Dean, School of Nursing |

State University of New York

| | | |
|---|---|---|
| 5* | SUNY at Stony Brook<br>Health Sciences Center<br>Stony Brook 11790<br>(Tel. 516-444-3200) | Dr. Leonora J. McClean<br>Dean, School of Nursing |

**Master's Degree and Advanced Certificate Programs in Nursing in New York State**
**Registered by the Office of the Professions**

**WESTERN REGION**

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| *D'Youville College<br>585 Prospect Avenue<br>Buffalo, 14213<br>(Tel. 716-881-7613, Ext. 213) | Dr. Marjorie Stanton<br>Chairperson, Division of Nursing | M.S. | Community Health Nursing | Clinical Practice Education |
| *State University of New York<br>SUNY at Buffalo<br>1010 Kimball Tower<br>Buffalo, 14214<br>(Tel. 716-831-2533 | Dr. Bonnie Bullough<br>Dean, School of Nursing | M.S. | Adult Nursing<br>Child Health<br><br>Community Health<br>Community Psychiatric-Mental Health<br>Rehabilitative (Restorative)<br>Primary Care Nursing<br>Nurse Anesthetist-Adult Nurse Practitioner<br>Women's Health Care Practitioner<br>Nurse Midwifery | Administration<br>Clinical Practice Education available in certain concentrations. |

## GENESEE VALLEY REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| *University of Rochester<br>601 Elmwood<br>Rochester, 14642<br>(Tel. 716-275-5452) | Dr. Sheila Ryan<br>Dean and Director of Nursing | M.S. | Geropsychiatric Mental Health<br>Medical-Surgical<br>Family Health<br>Psychiatric-Mental Health<br>Pediatric Nursing<br>Gerontological Nursing<br>Community Health<br>Women's Health Care<br>Psychiatric Liaison | Clinical Practice |
| | | Adv. Cert. | Primary Care Practitioner | |

## CENTRAL REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| *State University of New York<br>SUNY at Binghamton<br>Vestal Parkway<br>Binghamton, 13901<br>(Tel. 607-777-2311) | Dr. Mary Collins<br>Dean, School of Nursing | M.S. | Family Nursing<br>Gerontological Nursing<br>Community Health | Clinical Practice<br>Education<br>Administration |
| | | Adv. Cert. | Family Nurse Practitioner | Nurse Practitioner |
| *Syracuse University<br>426 Ostrom Avenue<br>Syracuse, 13210<br>(Tel. 315-423-2141) | Dr. Cecelia Taylor, Interim<br>Dean, School of Nursing | M.S. | Community Health<br>Medical-Surgical<br>Psychiatric-Mental Health<br>Childbearing Family Nursing | Administration<br>Clinical Practice<br>Education |

## NORTHEAST REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| Albany Medical College<br>New Scotland Avenue<br>Albany, 12208<br>(Tel. 518-445-4261) | Ms. Kathleen O'Donnell | M.S. | Nurse Anesthesiology | Administration<br>Education |
| *Russell Sage College<br>45 Ferry Street<br>Troy, 12180<br>(Tel. 518-270-2231) | Dr. Elizabeth Mahoney<br>Chairperson, Department of Nursing | M.S. | Community Health<br>Medical-Surgical<br>Parent-Child<br>Psychiatric | Administration<br>Clinical Practice<br>Education |
| State University of New York<br>College of Technology<br>at Utica/Rome<br>P.O. Box 3050<br>Utica, 13504-3050<br>(Tel. 315-792-7295) | Dr. Ellen P. Coher | M.S. | Nursing Administration | Administration |

## METROPOLITAN REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| City University of New York<br>*Herbert H. Lehman College<br>Bedford Park Blvd. W.<br>Bronx, 10468<br>(Tel. 212-960-8378) | Dr. Roseanne Wille<br>Chairperson, Department of Nursing | M.S. | Primary Care Nursing-Child and Adolescent Mental Health | Clinical Practice |
| *Hunter College-Bellevue School of Nursing<br>695 Park Avenue<br>New York City 10021<br>(Tel. 212-481-4312) | Dr. Evelyn C. Gioiella<br>Dean, Department of Nursing | M.S. | Medical-Surgical<br>Psychiatric<br>Occupational Health<br>Geriatric Nurse Practitioner<br>Maternal-Child Health | Clinical Practice |
| | | | Nursing Service Administration | Administration |
| *School of Nursing<br>Columbia University<br>630 West 168th Street<br>New York City, 10032<br>(Tel. 212-305-3582) | Dr. Mary Mundinger, Acting Dean, School of Nursing | M.S. | Acute Care of Adult/Child<br>Adult/Geriatric Nurse Practitioner<br>Gerontology<br>Maternity Nursing - Nurse Midwifery<br>Nurse Anesthesia<br>Pediatric Ambulatory Care<br>Perinatal<br>Psychiatric-Community Mental Health<br>Community Nurse Specialist | Administration<br>Clinical Practice<br>Education |
| | | Dual M.S./ M.P.H. | (See above) | Administration and Clinical Practice in Community Health Settings |

## METROPOLITAN REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| *New York University<br>Division of Nursing<br>70 Washington Square<br>New York City 10003<br>(Tel. 212-998-5300) | Dr. Diane McGivern<br>Head, Division of Nursing | M.A. | Child and Adolescent<br>Adult and Aging<br>Community Health<br>Family<br>Psychiatric-Mental Health | Administration<br>Education |
| State University of New York<br>Health Science Center<br>450 Clarkson Avenue<br>Brooklyn 11203<br>(Tel. 718-270-2883) | Dr. Rita Wieczorek<br>Dean, College of Nursing | M.S. | Advanced Nursing Practice | Clinical Practice |
| *Teachers College, Columbia University<br>Division of Nursing Education<br>525 West 120th Street<br>New York City 10027<br>(Tel. 212-678-3916) | Dr. Patricia Moccia<br>Director, Department of Nursing Education | Ed.M.<br>M.A. | Adult Health and Illness<br>Gerontological Nursing<br>Community Mental Health and Psychiatric Nursing | Nursing Organ Exec. Role<br>Nursing Education - Exec. Role<br>Professional Role<br>Nurse Executive - (Friday Option)<br>Human Resource Educ. Role |
| Wagner College<br>631 Howard Avenue<br>Staten Island 10301<br>(Tel. 718-390-3436) | Dr. Annmarie C. Sortino<br>Chairman, Department of Nursing | M.S. | Adult<br>Parent-Child | Administration<br>Education |

## LONG ISLAND REGION

| | | Degree/Cert. Awarded | Concentration(s) | Functional Area(s) |
|---|---|---|---|---|
| *Adelphi University<br>Garden City, Long Island 11530<br>(Tel. 516-663-1002) | Dr. Jacqueline Rose Hott<br>Acting Dean, School of Nursing | M.S. | Adult-Health<br>Parent-Child<br>Psychiatric Mental Health<br>Nursing Service Administration<br>Nursing Education | Administration<br>Clinical Practice<br>Education |
| | | Adv. Cert. (for those who already hold a master's degree in Nursing) | Nursing Service Administration<br>or<br>Nursing Education<br>Clinical Specialization:<br>Adult Health<br>Parent-Child<br>Mental Health-Psychiatric | Administration<br><br>Education<br>Clinical Practice |
| *State University of New York<br>SUNY at Stony Brook<br>Health Sciences Center<br>Stony Brook 11790<br>(Tel. 516-246-2587-2476) | Dr. Leonora J. McClean<br>Dean, School of Nursing | M.S. | Family Health<br>Perinatal Care<br>Critical Care &<br>Mental Health | Clinical Practice |

## Doctoral Programs in Nursing in New York State Registered by the Office of the Professions

### WESTERN REGION

| | | Degree Awarded | Concentration(s) |
|---|---|---|---|
| State University of New York at Buffalo<br>1010 Kimball Tower<br>Buffalo, 14214<br>(Tel. 716-831-2533) | Dr. Bonnie Bullough<br>Dean, School of Nursing | D.N.S. | Clinical Application of Nursing Theory |

### GENESEE VALLEY REGION

| | | | |
|---|---|---|---|
| University of Rochester<br>601 Elmwood Avenue<br>Rochester 14642<br>(Tel. 716-275-5452) | Dr. Sheila Ryan<br>Dean and Director of Nursing | Ph.D. | Nursing Theory and Clinical Application |

### METROPOLITAN REGION

| | | | |
|---|---|---|---|
| New York University<br>Division of Nursing<br>70 Washington Square<br>New York City 10003<br>(Tel. 212-998-5300) | Dr. Diane McGivern<br>Head, Division of Nursing | Ph.D. | Research and Theory Development in Nursing Science |
| Teachers College, Columbia University<br>Division of Nursing Education<br>525 West 120th Street<br>New York City 10027<br>(Tel. 212-678-3123) | Dr. Patricia Moccia<br>Director, Department of Nursing Education | Ed.D | Nursing Education<br>Professorial Role<br>Deanship Role<br>Nursing Service Executive Role<br>Nursing Executive<br>(Friday Program) |

### LONG ISLAND REGION

| | | | |
|---|---|---|---|
| Adelphi University<br>Garden City, Long Island 11530<br>(Tel. 516-663-1002) | Dr. Jacqueline Rose Hott<br>Acting Dean, School of Nursing | Ph.D. | Research and Theory Application |

**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Basic Professional Nursing Programs in New York State
Registered by Office of the Professions

Diploma

The majority of diploma programs have a college affiliation
for some coursework in liberal arts and sciences

## WESTERN REGION

| | | |
|---|---|---|
| * | Millard Fillmore Hospital<br>3 Gates Circle, Buffalo 14209<br>(Tel. 716-887-4860) | Dr. Jane Garvey<br>Director, School of Nursing |
| 4* | Sisters of Charity Hospital<br>2157 Main Street, Buffalo 14214<br>(Tel. 716-862-2772) | Sister Margaret Ahl<br>Director, School of Nursing |

## GENESEE VALLEY REGION

| | | |
|---|---|---|
| * | Arnot-Ogden Memorial Hospital<br>Roe Avenue at Grove Street, Elmira 14901<br>(Tel. 607-737-4161) | Miss LouNell McGrady<br>Director of Nursing |
| * | St. James Mercy Hospital<br>440 Monroe Avenue, Hornell 14843<br>(Tel. 607-324-0841, Ext. 368) | Miss Loretta T. Haefele<br>Director, School of Nursing |
| 4* | St. Joseph's Hospital<br>555 East Market Street, Elmira 14901<br>(Tel. 607-733-6541, Ext. 258) | Sister M. Remigia McHenry<br>Director, School of Nursing |

## CENTRAL REGION

| | | |
|---|---|---|
| * | Crouse-Irving Memorial Hospital<br>736 Irving Avenue, Syracuse 13210<br>(Tel. 315-470-7481) | Ms. Suzanne M. Spaulding<br>Vice President, School of Nursing |
| 4* | St. Joseph's Hospital Health Center<br>School of Nursing<br>206 Prospect Avenue, Syracuse 13202<br>(Tel. 315-424-5046) | Sister Geraldine DeLuca<br>Director of Nursing Education |

## NORTHEAST REGION

| | | |
|---|---|---|
| 4 | Albany Medical Center<br>New Scotland Avenue, Albany 12208<br>(Tel. 518-445-4261) | Ms. Sandra Scudder<br>Director, School of Nursing |
| * | Ellis Hospital<br>1101 Nott Street, Schenectady 12308<br>(Tel. 518-382-4471) | Mrs. Ellen G. Scott<br>Director of Nursing Education |
| * | Memorial Hospital<br>Northern Boulevard, Albany 12204<br>(Tel. 518-471-3260) | Miss Loretta E. Ford<br>Director, School of Nursing |
| 4* | St. Elizabeth's Hospital<br>2215 Genessee Street, Utica 13501<br>(Tel. 315-798-8125) | Sister Walter Marie<br>Director, School of Nursing |
| * | Samaritan Hospital<br>Burdett Avenue, Troy 12180<br>(Tel. 518-271-3285) | Mr. Morris Cohen<br>Director, Nursing Education |

## MID-HUDSON REGION

| | | |
|---|---|---|
| * | Mount Vernon Hospital<br>Valentine Street, Mount Vernon 10550<br>(Tel. 914-664-8000, Ext. 3220) | Dr. Mary Ahl-Heugel<br>Director, School of Nursing |

## METROPOLITAN REGION

| | | |
|---|---|---|
| * | St. Vincent's Hospital<br>27 Christopher Street, New York City 10014<br>(Tel. 212-790-8491) | Sister Mary Robert Nagle<br>Director, School of Nursing |
| * | St. Vincent's Medical Center of Richmond<br>2 Gridley Avenue, Staten Island 10303<br>(Tel. 718-390-1150) | Sister Mary Martin<br>Director, School of Nursing |

**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Nurse Practitioner Programs Leading to a Certificate
Registered by the Office of the Professions

**CENTRAL REGION**

| Institution | Director | Program Title |
|---|---|---|
| Community General Hospital of Greater Syracuse<br>Broad Road<br>Syracuse, 13215<br>(Tel. 315-492-5011) | Ms. Joelle Dote-Cooper | Nurse Clinician/Practitioner Program |

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**METROPOLITAN REGION**

| | | |
|---|---|---|
| Cornell University New York Hospital School of Continuing Education for Nurses<br>525 East 68th Street<br>New York, 10021<br>(Tel. 212-472-5319) | Mrs. Louise S. Hazeltine | Geriatric Nurse Practitioner Program |
| Harlem Hospital Medical Center<br>506 Lenox Avenue<br>New York, 10037<br>(Tel. 212-491-1675, 491-8708) | Ms. Meta Haven | Nurse-Anesthetist Program |
| Kings County Medical Center<br>451 Clarkson Avenue<br>Brooklyn, 11203<br>(Tel. 718-735-2232/2233) | Mrs. Joyce Holder | Nurse-Anesthetist Program |

(Continued)

| | | |
|---|---|---|
| State University of New York<br>Health Science Center<br>450 Clarkson Avenue, Box 93<br>Brooklyn, 11203<br>(Tel. 718-270-1359 or 1360) | Ms. Lily Hsia<br>(Acting) | Nurse-Midwifery Program |
| State University of New York<br>Health Science Center of Brooklyn<br>with Planned Parenthood<br>of New York City, Inc.<br>380 Second Avenue<br>New York, 10010<br>(Tel. 212-777-2002) | Ms. Kathleen Wade | Women's Health Care<br>Practitioner Program |

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**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Non-Credit Certificate Programs for Foreign Nurse Graduates

**MID-HUDSON REGION**

| Institution | Director | Program Title |
|---|---|---|
| Pace University<br>861 Bedford Rd.<br>Pleasantville, New York 10570<br>(Tel. 914-741-3341) | Dr. Marilyn Jaffe-Ruiz<br>Dean, School of Nursing | Psychiatric Nursing<br>Maternity Nursing<br>Obstretics |

**METROPOLITAN REGION**

| | | |
|---|---|---|
| SUNY Health Science Center<br>450 Clarkson Ave.<br>Brooklyn, New York 11203<br>(Tel. 718-270-2455) | Dr. Rita Wieczorek<br>Dean, College of Nursing | Psychiatric Nursing |

**PROGRAMS OF PRACTICAL NURSING**
**REGISTERED BY THE**
**STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**

List of counties in the eight Higher Education Planning Regions of New York State (Approved by the Board of Regents - January 1976)

1. **Western Region**

Allegany
Cattaraugus
Chautauqua
Erie
Niagara
Wyoming

2. **Genesee Valley Region**

Chemung
Genesee
Livingston
Monroe
Ontario
Orleans
Schuyler
Seneca
Steuben
Wayne
Yates

3. **Central Region**

Broome
Cayuga
Chenango
Cortland
Delaware
Madison
Onondaga
Oswego
Otsego
Tioga
Tompkins

4. **Northern Region**

Franklin
Jefferson
Lewis
St. Lawrence

5. **Northeast Region**

Albany
Clinton
Columbia
Essex
Fulton
Greene
Hamilton
Herkimer
Montgomery
Oneida
Rensselaer
Saratoga
Schenectady
Schoharie
Warren
Washington

6. **Mid-Hudson Region**

Dutchess
Orange
Putnam
Rockland
Sullivan
Ulster
Westchester

7. **Metropolitan**

Bronx
Kings
New York
Queens
Richmond

8. **Long Island Region**

Nassau
Suffolk

**THE UNIVERSITY OF THE STATE OF NEW YORK**
**THE STATE EDUCATION DEPARTMENT**
**OFFICE OF THE PROFESSIONS**
**NURSING**
**ALBANY, NEW YORK 12230**

Programs of Practical Nursing in New York State
Registered by the Office of the Professions
* NLN Accredited as of 1/1/88

## WESTERN REGION

Cattaraugus-Allegany-Erie-Wyoming Counties
BOCES, Practical Nursing Programs

Allegany Center
RD #1
Belmont, New York 14813
Tel.: 716-268-5681

Rowena Dawson
Coordinator

North Center
Route #242, Box 111
Ellicottville, New York 14731
Tel.: 716-699-2382

South Center
Windfall Road
Olean, New York 14760
Tel.: 716-372-8293

ADULT AND SECONDARY STUDENTS ADMITTED

*Edna G. Dyett School of Practical Nursing
(Millard Fillmore Hospital)
3 Gates Circle
Buffalo, New York 14209
Tel.: 716-887-4633
ADULTS ONLY

Jane E. Milholland
Director

Erie County BOCES First Supervisory District
Practical Nursing Programs

Kenton Center
151 Two Mile Creek Road
Tonawanda, New York 14150
Tel.: 716-877-7777

Cynthia Bean
Coordinator, Health Services

Harkness Center
99 Aero Drive
Cheektowaga, New York 14225
Tel.: 716-632-6680

Potter Road Center
705 Potter Road
West Seneca, New York 14224
Tel.: 716-825-1701

ADULT AND SECONDARY STUDENTS ADMITTED

Buffalo Vocational Technical Center
Practical Nursing Program
820 Northampton Street
Buffalo, New York 14211
Tel.: 716-897-2005, Ext. 268
ADULT AND SECONDARY STUDENTS ADMITTED

Kathleen Sorrentino, Acting
Project Administrator II
Health Occupations

Erie II-Chautauqua-Cattaraugies BOCES
Programs of Practical Nursing

LoGuidice Center
9520 Fredonia-Stockton Road
Fredonia, New York 14063
Tel.: 716-672-4371, Ext. 267
ADULT ONLY

St. James School
10 Prospect St.
Jamestown, New York 14701
Tel.: 716-664-7777

Cheryl A. Fries
Coordinator/Instructor

Niagara County Community College
PRACTICAL NURSING PROGRAMS
ADULTS ONLY

Niagara Education Center
3181 Saunders Settlement Road
Sanborn, New York 14132
Tel.: 716-731-4176, Ext. 264

Orleans Education Center
4232 Shelby Basin Road
Medina, New York 14103
Tel.: 716-798-4800

Mrs. Catherine Peuquet
Chairperson, Nursing
Education Department

Orleans-Niagara County BOCES
Practical Nursing Programs
(SECONDARY STUDENTS ADMITTED)

Niagara Education Center
3181 Saunders Settlement Road
Sanborn, New York 14132
Tel.: 716-731-4176, Ext. 264

Orleans Education Center
4232 Shelby Basin Road
Medina, New York 14103
Tel.: 716-798-4800

Helen M. Binda
Department Chairman,
Health Occupations

## WESTERN REGION (cont.)

*St. Francis Hospital
School of Practical Nursing
2221 West State Street
Olean, New York 14760
Tel.: 716-372-5300, Ext. 650
ADULTS ONLY

Sister Mary Redempta Gruwunder
Director

Trott Vocational High School
Practical Nurse Program
11th Street and Ashland Avenue
Niagara Falls, New York 14301
Tel.: 716-284-3326
SECONDARY STUDENTS ONLY

Mary de Fasio
Head Teacher

## GENESEE VALLEY REGION

Educational Opportunity Center
Practical Nurse Program
305 Andrews Street
Rochester, New York 14604
Tel.: 716-232-2730, Ext. 46
ADULTS ONLY

Laurraine Laux, Interim
Nursing Administrator

*Isabella Graham Hart School of Practical Nursing
4143 St. Paul Boulevard
Rochester, New York 14621
Tel.: 716-338-4785
ADULTS ONLY

Judith D. Syversen
Director

*Marion S. Whelan School of Practical Nursing
(Geneva General Hospital)
196-198 North Street
Geneva, New York 14456
Tel.: 315-789-4222, Ext. 244
ADULTS ONLY

E. Ann McGuane
Director

Rochester City School District
Rochester School of Practical Nursing
(ADULT AND SECONDARY STUDENTS ADMITTED)

Edision Technical and Occupational
Education Center
131 West Broad Street
Rochester, 14608
Tel. 716-325-4560, Ext. 2330

Monroe Community Hospital
435 E. Henrietta Road
Rochester, New York 14623
Tel.: 716-325-4560, Ext. 2330

Theresa Cooper
Instructor-in-Charge

Schuyler-Chemung-Tioga BOCES
Practical Nursing Program
Bush Education Center
431 Philo Road
Elmira, New York 14903
Tel.: 607-739-3581, Ext. 354
ADULTS ONLY

Mary Hamula
Coordinator
Health Services

## GENESEE VALLEY REGION (cont.)

Steuben County BOCES
Practical Nursing Programs

Wildwood Career Center
North Main Street Ext.
Hornell, New York 14843
Tel.: 607-324-7883, Ext. 21

Jeannine C. Hall
Coordinator
Health Services

Coopers Career Center
RD #2
Painted Post, New York 14870
Tel.: 607-962-3175

Marilyn B. Lee
Coordinator of Health
Occupation Programs

Warsaw Center
Wyoming County Community Hospital
Warsaw, New York 14569
Tel.: 716-786-2233

Cheryl Miller
Instructor

ADULTS ONLY

Wayne-Finger Lakes BOCES
Practical Nursing Programs
(ADULT AND SECONDARY STUDENTS ADMITTED)

Finger Lakes Area Vocational Center
3501 County Road 20
Stanley, New York 14561
Tel.: 716-526-6471, Ext. 417

Wayne Area Vocational Center
4440 East Ridge Road
Williamson, New York 14589
Tel.: 315-589-4781

Odelia Burlee
Instructor-Coordinator

ADULT AND SECONDARY STUDENTS ADMITTED

## CENTRAL REGION

Broome-Delaware-Tioga Counties BOCES
Practical Nursing Program
BOCES Adult Learning Center
740 Main Street
Johnson City, New York 13790
Tel.: 607-798-8831

Annette M. Gould
Supervisor of Health
Education Programs

ADULTS ONLY

Cayuga-Onondaga Counties BOCES
Program of Practical Nursing
234 South Street Road
Auburn, New York 13021
Tel.: 315-253-0361, Ext. 45

Chairperson
Health Care Programs

ADULT AND SECONDARY STUDENTS ADMITTED

Madison-Oneida Counties BOCES
High School Practical Nurse Program
Spring Road
Verona, New York 13478
Tel.: 315-363-8000, Ext. 228
ADULT AND SECONDARY STUDENTS ADMITTED

Jean Carley
Health Occupations Assistant

**CENTRAL REGION (cont.)**

Onondaga-Madison Counties BOCES
Practical Nursing Program

McEvoy Educational Center
Clinton Avenue Extension
Cortland, New York 13045
Tel.: 607-753-9301
ADULTS ONLY

Julie Webster
Coordinator

Lakeside Center
310 Lakeside Road
Syracuse, New York 13209
Tel.: 315-487-8701, Ext. 210
ADULT AND SECONDARY STUDENTS ADMITTED

Jean M. Kulakowski
Supervisor
Health Services

Oswego County BOCES
Practical Nursing Program

Oswego County BOCES
Adult Careers Center
257 West 4th Street
Oswego, New York 13126
Tel.: 315-343-0130
ADULTS ONLY

Carol Ruby
Director of Health Programs

Otsego Area Practical Nursing Programs

Fox Hospital
1 Norton Avenue
Oneonta, New York 13820
Tel.: 607-432-2000, Ext. 272

Alice Ackerson
Head Instructor
Adult Program

Otsego Area Occupational Center
P.O. Box 57
Milford, New York 13807
Tel.: 607-286-7715
ADULT AND SECONDARY STUDENTS ADMITTED

Jeanne S. Grover
Coordinator
Health Occupations Education

SUNY, College of Technology at Delhi

Delhi Program of Practical Nursing
Delhi, New York 13753
Tel.: 607-746-4361
ADULTS ONLY

Mary Jane Giarrusso
Director

Syracuse Central Tech. Voc. Center
Practical Nursing Program
258 East Adams Street
Syracuse, New York 13202
Tel.: 315-425-4316
ADULT AND SECONDARY STUDENTS ADMITTED

Sharon Osborn
Coordinator

## NORTHERN REGION

Jefferson-Lewis County BOCES
Practical Nursing Programs

Jefferson Voc. Tech. Center
Arsenal Street Road, RD #1
Watertown, New York 13601
Tel.: 315-788-3410, Ext. 16

Nancy B. Lyng
Coordinator

Howard G. Sackett Center
Route #12
Glenfield, New York 13343
Tel.: 315-376-6501

ADULT AND SECONDARY STUDENTS ADMITTED

North Country Community College
Practical Nursing Programs
(ADULTS ONLY)

Saranac Lake Campus
20 Winona Avenue
Saranac Lake, New York 12983
Tel.: 518-891-2915, Ext. 240

Barbara Rexilius
Director, PN Program

Malone Branch Campus
College Avenue
Malone, New York 12953
Tel.: 518-483-4550

BOCES St. Lawrence-Lewis Counties
Practical Nursing Programs

Northwest Tech. Center
Park Street
Ogdensburg, New York 13669
Tel.: 315-393-4570, Ext. 5

Joyce G. Sutter
Coordinator of
Health Occupations

Seaway Area Tech. Center
Box 222
Norwood, New York 13668
Tel.: 315-353-6624

ADULT AND SECONDARY STUDENTS ADMITTED

## NORTHEAST REGION

Albany Occupational Center
Practical Nursing Program
Lincoln Park, School 24
Albany, New York 12202
Tel.: 518-462-7288
ADULTS ONLY

Angelina S. Rivers
Coordinator

Albany-Schoharie-Schenectady BOCES
Practical Nursing Programs

Albany Center
1015 Watervliet-Shaker Road
Albany, New York 12205
Tel.: 518-456-9265

Carolynn Kozubd
Health Occupations
Cluster Chairperson

Linton Center
The Plaza
Schenectady, New York 12308
Tel.: 518-456-9265

Schoharie Center
Route #30 A
Schoharie, New York 12157
Tel.: 518-456-9265
ADULT AND SECONDARY STUDENTS ADMITTED

Hamilton-Fulton-Montgomery Counties BOCES
Practical Nursing Program
P.O. Box 665
Johnstown, New York 12095
Tel.: 518-762-4633, Ext. 58
ADULT AND SECONDARY STUDENTS ADMITTED

Delores G. Brown
Health Services
Coordinator

Herkimer County BOCES
Practical Nursing Program
Area Occupational Education Center
Gros Boulevard
East Herkimer, New York 13350
Tel.: 315-867-2000, Ext. 2077
ADULT AND SECONDARY STUDENTS ADMITTED

Carolyn Walker
Nursing Coordinator

John W. Harrold Education Center
Practical Nursing Program
P.O. Box 455, Route #3
Plattsburgh, New York 12901
Tel.: 518-561-0100
ADULTS ONLY

Rita D. Rock
LPN Instructor

Oneida County BOCES
Practical Nursing Program
P.O. Box 70, Middle Settlement Road
New Hartford, New York 13413
Tel.: 315-768-4555
ADULT AND SECONDARY STUDENTS ADMITTED

Marylee Service
Coordinator
Health Occupations

Rensselaer-Columbia County BOCES
Practical Nursing Programs

Rensselaer Occupational Center
97 Industrial Park Road
Troy, New York 12180
Tel.: 518-273-2264 or 273-2107

Carol Reilly
Head Teacher (Adult)
Eleanor Miter
Head Teacher (Secondary)

Columbia-Greene Occupational Center
Route #66
Hudson, New York 12534
Tel.: 518-828-4917

Judy Osborne
Head Teacher (Adult)

ADULT AND SECONDARY STUDENTS ADMITTED

Saratoga-Warren BOCES
Practical Nursing Program
112 Spring Street
Saratoga Springs, New York 12866
Tel.: 518-584-3239, Ext. 212
ADULT AND SECONDARY STUDENTS ADMITTED

Beverly F. Hildebrand
Coordinator

Utica School for Practical Nurses
Utica Free Academy High School
1401 Kemble Street
Utica, New York 13501
Tel.: 315-792-2046
ADULTS ONLY

Sue Ann Powers
Director

Southern Adirondack Education Center of the
Washington-Warren-Hamilton-Essex BOCES
Practical Nursing Program
BOCES Education Center
Dix Avenue
Hudson Falls, New York 12839
Tel.: 518-793-7721, Ext. 209
ADULT AND SECONDARY STUDENTS ADMITTED

Patricia Hodgins
Coordinator

## MID-HUDSON REGION

Dutchess County BOCES Tech. Center — Clare C. Garvey, Nursing Coordinator
Practical Nursing Program
RD #1, Salt Point Turnpike, Box 369A
Poughkeepsie, New York 12601-9784
Tel.: 914-471-9200, Ext. 326
ADULT AND SECONDARY STUDENTS ADMITTED

*Elizabeth Seton College
Practical Nursing Programs

Elizabeth Seton College — Audree Spatz, Director
1061 North Broadway
Yonkers, New York 10701
Tel.: 914-969-4000, Ext. 288

Elizabeth Seton College — Carol Anderson, Director
(New York City Campus)
425 West 33rd Street
New York, New York 10023
Tel.: 914-969-4000, Ext. 288
ADULTS ONLY

Mid-Westchester Center for Occupational Education — Barbara Biles, Coordinator
Practical Nursing Program
65 Grasslands Road
Valhalla, New York 10595
Tel.: 914-761-3400, Ext. 331
ADULT AND SECONDARY STUDENTS ADMITTED

Orange-Ulster County BOCES — Dorothy Eumont, Program Director
Practical Nursing Program
Gibson Road
Goshen, New York 10924
Tel.: 914-294-5431, Ext. 243
ADULT AND SECONDARY STUDENTS ADMITTED

BOCES Sole Supervisor District of
Putnam and Westchester Counties
Practical Nursing Programs

Northern Westchester Tech. Center — Katherine O'Connor, Nurse Coordinator
Pinesbridge Road
Yorktown Heights, New York 10598
Tel.: 914-245-2700, Ext. 365
ADULT AND SECONDARY STUDENTS ADMITTED

## MID-HUDSON REGION (cont.)

Rockland County BOCES
Practical Nursing Program
61 Parrot Road
West Nyack, New York 10994
Tel.: 914-623-3828, Ext. 341
ADULT AND SECONDARY STUDENTS ADMITTED

Mary Lou Shedler
Supervisor

Ulster County BOCES
Practical Nursing Program
Occupational Center
P.O. Box 601
Port Ewen, New York 12466
Tel.: 914-331-6680
ADULTS AND SECONDARY STUDENTS ADMITTED

Helen Geider
Coordinator of Health Occupations

Westchester Community College
Practical Nursing Program
75 Grasslands Road
Valhalla, New York 10595
Tel.: 914-347-6935
ADULTS ONLY

Marie Cahill
Assistant Professor, Chairperson

## METROPOLITAN REGION

New York City Board of Education
SECONDARY STUDENTS ONLY

Clara Barton High School
for Health Professions
Practical Nursing Program
901 Classon Avenue
Brooklyn, New York 11225
Tel.: 718-636-4900, Ext. 9

Mary E. Davis
Assistant Principal, Coordinator of Nursing

Curtis High School
Practical Nursing Program
105 Hamilton Avenue
Staten Island, New York 10301
Tel.: 718-273-3210, Ext. 110

Jahe Johnson
Director

Dodge Vocational High School
Practical Nursing Program
2474 Crotona Avenue
Bronx, New York 10458
Tel.: 212-584-2700

Elizabeth Tillman
Assistant Principal, Nursing

Hillcrest High School
Practical Nursing Program
160-05 Highland Avenue
Jamaica, New York 11432
Tel.: 718-658-5407, Ext. 43

Lynn Dunsworth
Coordinator

## METROPOLITAN REGION (cont.)

Julia Richmond High School
Practical Nursing Program
317 East 67th Street
New York, New York 10021
Tel.: 212-879-6866

Gloria Tanderjia
Assistant Principal,
Nursing

Mabel Dean Bacon Vocational High School
Practical Nursing Program
127 East 22nd Street
New York, New York 10010
Tel.: 212-475-6875

Barbara G. Capone
Assistant Principal,
Health Careers

Queens Vocational High School
Practical Nursing Program
37-02 47th Avenue
Long Island City, New York 11101
Tel.: 718-937-3010, Ext. 7

Eleanor M. Cammarota
Director

New York City Board of Education
Mid-Manhattan Adult Educational Center
Program of Practical Nursing
212 West 120th Street, Room 307A
New York, New York 10007
Tel.: 212-666-2116
ADULTS ONLY

Annie Lloyd
Coordinator

Springfield Gardens High School Center
13255 Ridgedale Street
Springfield Gardens, New York 11413
Tel.: 718-527-3501
ADULTS ONLY

Lucy Banks
Coordinator

*Hospital for Special Surgery
School of Practical Nursing
353 East 70th Street
New York, New York 10021
Tel.: 212-606-1251
ADULTS ONLY

Catherine O. D'Amico
Director

## LONG ISLAND REGION

East Meadows Public Schools
W. Tresper Clarke High School
Practical Nursing Program
Edgewood Drive
Westbury, New York 11590
Tel.: 516-334-3100, Ext. 430
SECONDARY STUDENTS ONLY

Marie Nopper
Coordinator

Suffolk BOCES First Supervisory District

Harry B. Ward Occupational Center -
Program of Practical Nursing
970 North Griffing Avenue
Riverhead, New York 11901
Tel.: 516-369-8100
SECONDARY STUDENTS ONLY

Margaret Flattery
Nurse-in-Charge
Health Occupations

*Suffolk BOCES Second Supervisory District

Mid-Suffolk Program of Practical Nursing
Brookhaven Occupational Center
350 Martha Avenue
Bellport, New York 11713
Tel.: 516-286-2400, Ext. 280
ADULT AND SECONDARY STUDENTS ADMITTED

Beverly Jefferson
Health Occupations
Coordinator

*Suffolk BOCES Third Supervisory District
(ADULTS ONLY)

The Lewis A. Wilson Tech. Center
Program of Practical Nursing
Northport Campus
Laurel Hill Road
Northport, New York 11768
Tel.: 516-261-3600

Beverly Koch
Program Coordinator
Health Occupations

Northport Veteran's
Adm. Hosp. and Med. Center
Program of Practical Nursing
Lewis A. Wilson Tech. Center
Laurel Hill Rd.
Northport, New York 11768
(Tel. 516-261-3600)

*Nassau County BOCES
Program of Practical Nursing
Nassau Technical Center
1196 Prospect Avenue
Westbury, New York 11590
Tel.: 516-997-5410, Ext. 122
ADULT AND SECONDARY STUDENTS ADMITTED

Ann Senisi
Nursing Administrator

Middle Country
Practical Nursing Program
Newfield High School
145 Marshall Drive
Selden, New York 11784
Tel.: 516-736-4997, Ext. 441
ADULT AND SECONDARY STUDENTS ADMITTED

Eileen P. Molloy
Team Teacher

**Vocational Education and Extension Board**
**(Nassau County) *Program of Practical Nursing***
**889-A Jerusalem Avenue**
**Uniondale, New York 11553**
**Tel.: 516-292-9292, Ext. 8**
**ADULTS ONLY**

Mary F. Watson
*Supervisor*

NEW YORK STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12230

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